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Chapter 1 - College of Agriculture

Purdue Agriculture is among the best colleges of agriculture in the nation and the world. We are committed to providing exceptional education for our students; discovering knowledge that stretches the frontiers of science and provides solutions to societal challenges; and helping the people of Indiana, our nation, and the world improve their lives and livelihoods. Research in Agriculture is addressing questions related to human and animal health, environmental and natural resource management, the bioeconomy, food security and food safety, and enhancing agricultural competitiveness. We are educating the next generation of leaders in the food, agricultural, life, and natural resource sciences—men and women who are prepared to make the world a better place and intellectually driven to discover new answers to our world’s most challenging questions. Purdue Extension translates science into issue-focused solutions to help communities solve problems; improve people’s day-to-day lives; enable food, farm, and agricultural business to compete globally; and create new value-added businesses.

Our Vision

Purdue Agriculture will make the world better through:

- Students who are prepared to make a difference
- Research with purpose leading to discovery with impact
- Engagement that transforms lives and livelihoods

Eleven Academic Departments & 300 Faculty

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>DEPARTMENT HEAD</th>
<th>PHONE</th>
</tr>
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<tr>
<td>AGRICULTURAL &amp; BIOLOGICAL ENGINEERING</td>
<td>Bernie Engel</td>
<td>41162</td>
</tr>
<tr>
<td>AGRICULTURAL ECONOMICS</td>
<td>Ken Foster</td>
<td>44191</td>
</tr>
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<td>AGRONOMY</td>
<td>Joe Anderson</td>
<td>44774</td>
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<tr>
<td>ANIMAL SCIENCES</td>
<td>Alan Mathew</td>
<td>44806</td>
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<tr>
<td>BIOCHEMISTRY</td>
<td>Clint Chapple</td>
<td>41636</td>
</tr>
<tr>
<td>BOTANY &amp; PLANT PATHOLOGY</td>
<td>Peter Goldsbrough</td>
<td>44615</td>
</tr>
<tr>
<td>ENTOMOLOGY</td>
<td>Steve Yaninek</td>
<td>61119</td>
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<tr>
<td>FOOD SCIENCE</td>
<td>Suzanne Nielsen</td>
<td>48257</td>
</tr>
<tr>
<td>FORESTRY &amp; NATURAL RESOURCES</td>
<td>Rob Swihart</td>
<td>43590</td>
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<tr>
<td>HORTICULTURE &amp; LANDSCAPE ARCHITECTURE</td>
<td>Bob Joly</td>
<td>41306</td>
</tr>
<tr>
<td>YOUTH DEVELOPMENT &amp; AGRICULTURAL EDUCATION</td>
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<td>48422</td>
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</tbody>
</table>

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College of Agriculture Organizational Chart
College of Agriculture Strategic Plan

View online at http://www.ag.purdue.edu/Documents/strategicplan/AgricultureStrategicPlan_2009.pdf
Chapter 2 - Agriculture Research

The Ag Research Office facilitates innovative science by providing support to departments and faculty in the College of Agriculture, College of Health and Human Sciences, and School of Veterinary Medicine. Ag Research works closely with Extension to transfer the research-based knowledge generated by Purdue faculty and staff to citizens across Indiana and around the world.

Strategic Themes

- People building a sustainable and secure food production system
- People utilizing molecular approaches to expand the frontiers of agriculture and life sciences
- People developing a robust bioeconomy to feed and power the world
- People enhancing food and health
- People strengthening ecological and environmental integrity in agricultural landscapes
- People facilitating informed decision making to improve economic and social well-being

Ag Research Role

- Facilitate research opportunities for agriculture, food, life, and natural resource sciences
- Develop research facilities and budget for the ag experiment station
- Oversee regulatory functions assigned by the Indiana State Legislature

Ag Research Responsibilities

- Support and facilitate multidisciplinary research
- Manage research facilities to support faculty
- Support faculty in the aggressive pursuit of extramural funds and in leadership development
- Develop and pursue research opportunities for faculty through state and federal funding agencies as well as corporate partners

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- Develop effective linkages across campus, including Discovery Park, and with Cooperative Extension

### Ag Research Resources

- Develop, plan and support core research facilities including ag research centers across the state
- Develop renovation plans to support college infrastructure
- Support faculty through small grants programs and developing tools for facilitating grant success

### New Associate Director

Shawn Donkin will join the Ag Research Office on August 15th as Associate Director. Below is a list of his primary responsibilities.

- Transition the graduate program to the Agriculture Research Office – develop and facilitate activities which enhance the graduate student and post-doctoral experience
- Serve as the liaison with the office of academic programs which will maintain curricular and enrollment support for the graduate program
- Work with others to develop a more streamlined reporting strategy for the USDA-NIFA integrated plan of work and USDA-NIFA formula funded/capacity grants
- Work as a team member to develop a long term vision and plan for research infrastructure, core facility, and equipment support.
Regional Purdue Agricultural Centers (PACs)

For over 100 years, Purdue research farms have helped advance the work of scientists from all agricultural disciplines – Purdue Agricultural Centers (PACs) has 8 regional PACs located across Indiana. Indiana has hundreds of soil types and multiple microclimates. Each parcel of farmland reacts differently to fertilizers, pesticides, and tillage systems, and each tract of forest reacts differently to varied management practices. The regional PACs provide excellent locations, not only for applied field and animal research, but for Extension and outreach efforts for the benefit of producers and others across Indiana and beyond.

Mission of the Regional Purdue Agricultural Centers...

to provide locations and expertise across Indiana for the application of research to benefit producers and others involved in agriculture and land use.

**Davis-Purdue Agricultural Center (DPAC)**
The Davis-Purdue Agricultural Center (DPAC) includes 450 tillable acres and 100 managed forested acres in northern Randolph County. Mrs. Martha F. Davis donated the original farm to Purdue University in 1917 in memory of her son. The Davis Research Forest at DPAC is the largest and oldest mapped forests in North America, resulting in its designation as a Registered Natural Landmark. Researchers from Purdue’s College of Agriculture undertake field studies in corn, soybeans, and wheat at DPAC, focusing on soil fertility, crop diseases, weed control, insect problems, site-specific agriculture, variable rate applications of plant nutrients and lime, tile drainage, and collection of intensive soil and crop data.

**Feldun-Purdue Agricultural Center (FPAC)**
Commercial beef cattle breeding and management are a major part of the research performed at the 900 acres that comprise the Feldun-Purdue Agricultural Center (FPAC). Research at this location also includes limited agronomic field studies with row crops and forages. Other research involves studies of growth, yield, and cutting alternatives for upland central hardwoods. Gifted to Purdue University in 1914, FPAC is the oldest of the 8 regional Purdue Agricultural Centers and also home to the Indiana Beef Evaluation Program (IBEP) “Bull Test Station” - an important link between Purdue Agriculture and the beef cattle industry across Indiana.
Northeast-Purdue Agricultural Center (NEPAC)
Northeast-Purdue Agricultural Center (NEPAC) is made up of three parcels of land totaling about 430 acres, including 360 tillable acres. The land’s unique rolling, glaciated soils, is typical of northeast Indiana. This part of the state is unlike any other in Indiana, so agricultural research conducted at NEPAC transfers more readily to local producers than similar studies conducted at other locations in the state. Researchers doing work at NEPAC study soil fertility, insect, weed and disease control, corn, soybean, and canola variety trials, and tillage systems.

Pinney-Purdue Agricultural Center (PPAC)
The 664 acre Pinney-Purdue Agricultural Center (PPAC) serves the agricultural research needs of northwestern Indiana. Located on the Porter-LaPorte County lines near Wanatah, the original 486 acre farm was a gift in 1919 from Myra Pinney Clark in memory of their father, William Pinney. An additional 178 acres of adjacent farmland has been acquired over the years. PPAC is noted by researchers for its three distinct soil types — the use of the various soil types allows the researcher to determine soil effects on a project more closely. Also, linear move irrigation systems covering nearly 100 acres of tillable land have been installed over the past 22 years in an effort to provide opportunities for agronomic research under irrigation. Research conducted at Pinney-PAC includes agronomic, vegetable, and specialty crops.

Southeast-Purdue Agricultural Center (SEPAC)
The Southeast-Purdue Agricultural Center (SEPAC) is located six miles east of North Vernon in Jennings County on the hard to manage, high silt soils of the region. The nearly 2,500 acres of Avonburg, Clermont, and Cincinnati soils are high in silt, and slow to drain internally. This Center is active in a row crop, forage, soil drainage, and forestry research. In 2006, approximately 1,600 acres of woodlands and limited cropland that was part of the old Muscatatuck Developmental Center was transferred from the State of Indiana to Purdue Agriculture to be used for applied research with hardwoods and other research undertakings. In addition to SEPAC staff, an Extension Forester maintains an office at this location.

Southern Indiana-Purdue Agricultural Center (SIPAC)
The Southern Indiana-Purdue Agricultural Center (SIPAC) is located in Dubois County near the Patoka Reservoir. This 1,300 acre Center is situated on the difficult to manage sandstone and shale soils of southern Indiana which pose a continuing challenge for agricultural researchers. Since its establishment in 1953, SIPAC has been the scene of extensive experimental work on adapted grasses and legumes, livestock grazing trials,
forage management, beef cattle winter feeding trials, aquaculture, and forest management. An Extension Forester works in southern Indiana form his office at SIPAC. More recently, a USDA-APHIS Wildlife Disease Biologist has located his office at this location. This Center is also home for the Dennis H. Heeke Animal Disease Diagnostic Laboratory (Heeke-ADDL).

**Southwest-Purdue Agricultural Center (SWPAC)**
Research at the 220 acre SWPAC focuses on increasing horticultural and agronomic crop yields and quality and on decreasing input expenditures including pesticide use. This part of the state possesses sandier soils and climatic conditions suitable for melon and other horticultural and specialty crop production. Horticultural research includes: weed and disease control in melons, growth and management of wine grapes, new specialty crop varieties, and organic vegetable production. SWPAC is also home of the local office for the Cooperative Extension Service in Knox County and the Southwest District Office for Purdue Extension.

**Throckmorton-Purdue Agricultural Center (TPAC)**
The Throckmorton-Purdue Agricultural Center (TPAC) includes over 830 managed acres in southern Tippecanoe County. Research at TPAC focuses on agronomic crop production techniques including: soil erosion and fertility, weed control programs, yield trials, transgenic crop studies, and the effective use of pesticides in grain and horticultural crops. On the nearby 240 acre Meigs Farm, researchers in the College of Agriculture conduct vegetable, tree/vine, and other specialty crop research. This newer research farm is part of TPAC and provides researchers with both drip and overhead irrigation and unique equipment for specialty crop field studies including certified organic crop production.

**Campus Purdue Agricultural Centers**

**Agronomy Center for Research and Education (ACRE)** - 991 acre farm facility appropriate for plant breeding and genetics, crop production and soil tillage management, plant physiology, soil fertility, weed control, disease and insect resistance and control, and crop variety performance evaluation. Includes the Crop Protect Lab for fertilizer and ag chemical storage and handling research.

**Animal Sciences Research and Education Center** - facilities for research and education in various animal production systems, including aquaculture, beef, dairy, poultry, sheep, and swine. A feed mill which formulates food for Purdue research livestock is also located on the SDRC.

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▲ CRAIG WILLIAMS, ASREC  
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<table>
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<th>TITLE</th>
<th>DESCRIPTION</th>
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<td>Agricultural Innovation and Commercialization Center (AICC)</td>
<td>Provides education on, assessment of, and shepherding of value-added products or processes from initial idea to value-added enterprise.</td>
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<td>Center for Community and Environmental Design</td>
<td>Assists Indiana communities in developing design concepts, ideas, and recommendations through the entrepreneurial collaboration between students, community representatives and professional consultants.</td>
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<td>Center for Commercial Agriculture</td>
<td>Focuses on the economic and management issues facing today’s commercial farms through applied research, management education programs and enhancement of undergraduate education.</td>
</tr>
<tr>
<td>Center for Environmental and Regulatory Information Systems (CERIS)</td>
<td>Develops, manages, and operates computer-based information systems and databases relating to environmental concerns and regulatory programs affecting the agriculture.</td>
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▲ comagetr@purdue.edu

▲ EILEEN LUKE
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<table>
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<tr>
<th>Center for Food and Agricultural Business (CFAB)</th>
<th>Offers non-degree professional development programs for employees of agricultural businesses. Carries out research and extension programs on problems of agricultural businesses.</th>
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<td>Center for Food Safety Engineering (CFSE)</td>
<td>The mission of the CFSE is to develop new knowledge, technologies, and systems to prevent chemical and microbial contamination of foods.</td>
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<tr>
<td>Center for Global Trade Analysis (GTAP)</td>
<td>A global network of researchers and policy makers conducting quantitative analysis of international policy issues within an economy-wide framework. It is the most widely used tool for trade policy. It has expanded into poverty, international migration, foreign investment, climate change, environment, energy, and biofuels policies.</td>
</tr>
<tr>
<td>Center for Rural Development</td>
<td>Brings together University resources to assist the public and private sector as they work toward solving rural community problems. Provides a broad range of educational programs which will contribute to development of Indiana’s human and physical capital.</td>
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</table>

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<table>
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<tr>
<th>Center for the Environment (C4E)</th>
<th>Facilitates interdisciplinary activities that enhance environmental integrity with enlightened stewardship, innovative monitoring, and modeling, management of natural resources, resulting in expanded economic development and improved quality of life.</th>
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<td>Center for Urban &amp; Industrial Pest Management</td>
<td>Furthers the understanding of urban pest problems and promotes their solutions through research and educational programs.</td>
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<td>Crop Diagnostics Research &amp; Training Center</td>
<td>Provides opportunities for hands-on learning of the art and science of crop problem diagnosis, integrated pest management, and reduced input agriculture.</td>
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<tr>
<td>Food Processing Environmental Assistance Center (FPECAC)</td>
<td>The goal of the Center is to become a primary provider of environmental information, resources, and training to assist small and medium sized food processors in achieving environmental compliance and stewardship.</td>
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| **Hardwood Tree Improvement & Regeneration Center (HTIRC)** | Collaborative regional research, development and technology transfer effort between industry, university, private, state and federal entities to advance tree improvement of central hardwoods for increased forest productivity in hardwood restoration and reforestation programs. |
| **Illinois-Indiana Sea Grant Program** | Fosters the creation and stewardship of an enhanced and sustainable environment and economy along southern Lake Michigan and in the Great Lakes region through research, education, and outreach. |
| **Indiana Center for New Crops & Plant Products** | Identifies, adapts, and commercializes new crops for Indiana growers and processors, creates new plant based industries based on new crop products, and serves as a source of information for new crops. |
| **Genomics Center** | Provides DNA sequencing, next generation sequencing, RNA sequencing, Affymetrix GeneChip Expression Analysis, and array printing services on a recharge basis. |

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<table>
<thead>
<tr>
<th>Organization</th>
<th>Description</th>
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<tr>
<td>Indiana Water Resources Research Center (IWRRC)</td>
<td>Coordinates the resources of Indiana's universities, state agencies, and industries to resolve problems associated with water resources management, use, and preservation of quality.</td>
</tr>
<tr>
<td>Laboratory for Applications of Remote Sensing</td>
<td>A multidisciplinary research laboratory internationally known for research efforts relating to remote sensing and geographic information systems.</td>
</tr>
<tr>
<td>Purdue Climate Change Research Center (PCCRC)</td>
<td>Focuses on climate change, its impacts, and mitigation from a multidisciplinary perspective.</td>
</tr>
<tr>
<td>Purdue Interdisciplinary Center for Ecological Sustainability (PICES)</td>
<td>The mission is to be the premier center of excellence dealing with issues of ecological sustainability in human-dominated landscapes across disciplinary boundaries.</td>
</tr>
<tr>
<td>Site Specific Management Center</td>
<td>Develops and disseminates information about site specific management methods that are profitable and practical for agricultural producers and those businesses and organizations that supply inputs or process products.</td>
</tr>
</tbody>
</table>

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The Center for Integrated Food Manufacturing (CIFM) conducts fundamental and applied research leading to improved food manufacturing through process engineering and advanced technology. In addition, the center provides educational workshops on processing and technology tailored to the food industry.

Turfgrass Research and Diagnostic Center/Turfgrass Science Program serves as the focal point for turfgrass research, education, and extension activities conducted on campus to meet the educational and research needs of the turfgrass industry in Indiana.

Whistler Center for Carbohydrate Research provides leadership to carbohydrate-producing and -utilizing industries through: 1) extension of knowledge on structure-function relationships of biopolymers, 2) education which stresses the application of knowledge of properties and behaviors of carbohydrates and proteins, and 3) design and delivery of solutions to problems.

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Research Facilities

http://www.ag.purdue.edu/arp/Pages/research_facilities.aspx

Agricultural & Biological Engineering Computing Facilities - capabilities include GIS, CAE, mathematical modeling and simulation development

Animal Disease Diagnostic Laboratory - Provides diagnostics service to veterinary practitioners, animal producers, companion animal owners, wildlife conservationists, animal researchers and state/federal regulatory officials.

Campus Wide Mass Spectrometry Facility - high sensitivity analysis of proteins and nucleic acids, including fast atom bombardment, electrospray, MALDI, and plasma desorption spectrometers.

Cancer Center Facilities - provides services to both Cancer Center members and non-members in NMR, mass spectrometry, analytical cytology, DNA analysis, and drug development.

Computational Genomics Facility - 3 SUN workstations, 4 PCs, 2 G4 Macintosh computers, and an Enterprise 3500 SUN server for central storage of software needed for genomics research.

Constructed Wetlands - monitored constructed wetlands for studies on 1) treatment of agricultural runoff from land on and adjacent to the Animal Sciences Research & Education Center, and 2) golf course and urban runoff on the Kampen Golf Course.

Core Laboratory for Image Analysis and Multidimensional Applications (CRISTAL) - biomedical applications imaging laboratory that provides shared instrumentation facilities with research focused on multiresolution client-server environments for fast navigation and search of high-resolution image databases.

Crop Diagnostic Training and Research Center - outdoor laboratories with over 2,000 small plots illustrating insect, weed, disease, fertilizer, and cultural problems common to corn, soybeans, alfalfa, and wheat for use in training and research.

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Food Science Pilot Laboratory - 9000 sq. ft. of laboratory space designed to test model processes somewhere between bench and commercial scale facilities; equipped for aseptic and thermal processing and packaging, equipment design and development, automated quality control, and in-line physical/chemical sensor evaluation, as well as others.

Genomics Core Facility - high-throughput DNA sequencing (ABI 377 and ABI 3700 able to sequence over 200,000 samples in a year), automated plasmid DNA preparation, gene expression profiling through construction and reading of microarrays (Biorobotics Total Array System and GSI Lumonics Scanarray 4000), and high-definition (low-throughput) DNA sequencing (Applied Biosystems 377 and Licor 4200L sequencers). Illumina Next-generation sequencer & RNA seq capabilities.

Life Science Microscopy Facility - provides multi-user and service options for scanning electron microscopy, transmission electron microscopy and light microscopy.

Life Science Fluorescence Imaging Facility – enhances discovery, facilitates the inclusion of cell biology in all life science research, and makes it possible for all Purdue researchers to have access to the highest quality imaging technology at reasonable cost.

Plant Growth Facilities - 25 greenhouse rooms totaling 34,800 sq. ft., 2 growth rooms, 41 growth chambers, 5 walk-in coolers, a tissue culture laboratory, three teaching laboratories and 4,500 sq. ft. of headhouse space for offices, work space and storage.

Plant & Pest Diagnostic Laboratory - provides rapid and accurate identification of pests and problems associated with plants, as well as other types of vertebrate and invertebrate pests, for the extension specialists and county educators, research faculty and staff, and for private businesses and citizens of Indiana.

Post-Harvest Education & Research Center - includes a fully functional grain handling center and a 16-bin state-of-the-art pilot facility.

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Purdue Agricultural Air Quality Laboratory - specializes in odor assessment using olfactometry, chemical analyses using gas chromatography, and continuous emissions monitoring of ammonia, hydrogen sulfide and carbon dioxide.

Purdue Agricultural Centers - A network of farms across Indiana used for research and extension activities requiring field facilities.

Sensory Evaluation Laboratory - provides sensory analysis through subjective tasting of food acceptability with individual tasting booths, controlled lighting and ventilation, computerized data collection, and a water filtration system.

Transgenic Mouse Core Facility - This facility provides two basic services: 1) transgenic mouse generation and 2) embryonic stem cell targeting and blastocyst injection to generate gene-altered mice.

Water Quality Field Station - consists of 54 individually tiled and instrumented field plots structured to allow for studies on movement of agricultural chemicals under various management practices and cropping systems.

A list of other multidisciplinary research facilities available at Purdue can be found at http://www.purdue.edu/research/vpr/partners/recharge.html.
Faculty/Staff Accomplishments and Impact Reporting (FAIR)

Faculty/Staff Accomplishments and Impact Reporting (FAIR) is a system for Purdue Faculty and Staff to record and report publications, awards/honors, patents, plans of work, and impact statements. College of Agriculture faculty and staff will also be able to select and order what information will display on their profile pages.

Your recorded information in FAIR will be used in reports for the College of Agriculture and Purdue University, as well as reports to the federal government to justify use of federal funding.

Reporting Areas and Deadlines

Within the FAIR system, on-campus faculty/staff will be asked to provide the information listed below. (Note that the reporting time periods are based on the calendar year and others are based on the federal funding calendar).

a) Scholarly publications (from January 1 – December 31)
b) Awards and Honors (from January 1 – December 31)
c) Plan of Work (POW) reporting (from October 1 – September 30)
d) Impact Statements (from October 1– September 30)

All faculty and staff in the College of Agriculture, the College of Health and Human Sciences and the School of Veterinary Medicine, and supported on Federal dollars (Hatch, Smith-Lever, Animal Health, and McIntyre-Stennis) are expected to report their accomplishments using this new reporting system.

Reports must be submitted using the FAIR website by January 6
https://www.agriculture.purdue.edu/fair

FAIR Overview

For an overview of the FAIR system, please go to:
https://www.agriculture.purdue.edu/fair/docs/help/d2_4_7_fair_overview.pdf
Land Grant Based Programs

The Hatch Act of 1887

"It shall be the object and duty of the State Agricultural Experiment Stations to conduct original research, investigations and experiments bearing directly on and contributing to the establishment and maintenance of a permanent and effective agricultural industry in the United States"

The Hatch Act established funding for Agricultural Experiment Stations for the purpose of supporting research in the agricultural, food, nutrition, and related fields at the nation’s Land Grant colleges and universities that had been established by the Morrill Act of 1862. The majority of federal base funding for Experiment Stations are referred to as Hatch funds. Purdue’s ARP also receives Animal Health and McIntire-Stennis (forestry) base funding.

More information on the Hatch Act:

Information about all legislated base funding for research and Extension activities:

Guidelines for Preparing a Hatch, Animal Health, or McIntire-Stennis Research Project

Hatch, Animal Health, and McIntire-Stennis research projects document our accountability and commitment to a partnership with other land grant universities, USDA – CSREES and the state of Indiana. They also help us develop 5-year strategic research plans. These funds support faculty salaries, start-up packages, multi-state research, and internal competitive grants such as ARP Assistantships and mission-oriented grants.

Agricultural Research Programs projects must be developed by all faculty with 20% or more time budgeted to research. A researcher may have a single ARP research project which encompasses the breadth of his/her research program. However, when appropriate, a research team of several faculty is encouraged to submit a joint Hatch project. Projects are written to cover anticipated research activities for a five-year period. (Note: new assistant professors, with Department Head approval, may request an initial one- or two-year Hatch Project. In this case no Review Panel is required but the Hatch Project must still be approved by ARP).

Researchers should define a problem area in a clear and concise manner. Some researchers may work on a relatively specific problem and, thus complete the project in less than five years. Upon the completion of the research or when shifting to a new research area, it is important to write a new project. Also, when a research program changes to the point that it is no longer covered by the project document, a new project document should be submitted. However, in most cases faculty will write a revised project every five years.

Projects represent a unique window to research in agriculture, food and natural resources at Purdue University. It is important that we tell a complete story of our research endeavors and accomplishments.

Project descriptions and reports become a part of a national (in fact, international) information resource via the Current Research Information System (CRIS). CRIS is the U.S. Department of Agriculture’s (USDA) documentation and reporting system for ongoing and recently completed research projects in food, agriculture, and natural resources.
Projects are conducted or sponsored by USDA research agencies, state agricultural experiment stations, the state land-grant university system, other cooperating state institutions, and participants in USDA’s National Research Initiative Competitive Grants Program (NRI). This information is public, available on the web, and accessed for many different purposes. Individuals or agencies may be searching for a specific research topic, summarizing information for budgetary purposes, creating databases for research analysis, etc.

CRIS Website — [http://cwf.uvm.edu/cris/](http://cwf.uvm.edu/cris/) is an EXCELLENT resource page for information on completing research forms, searching the CRIS database to find your Hatch project (especially if you are getting ready to revise or write a new project, you can see the latest information submitted) or projects from other universities to see what research is being conducted. You can search by name, state, institution, or keywords. Also, the classification manual is available at this site, a project processing flow chart, and if you have submitted a project that hasn’t been approved yet, you can check the status of the reports in progress.

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**Writing a New or Revised Hatch, McIntire-Stennis or Animal Health Project**

If you have a research appointment of 20% or more, a new or revised 5-year project needs to be submitted.

*Three Steps for Submitting a Hatch, McIntire-Stennis or Animal Health Project:*

1. **Write** your Project Outline: (see details on the following page)
   - Cover Page (About ½ Page),
   - Objectives (Not To Exceed ½ Page),
   - Approach (Not To Exceed 3 Pages)
   - Rationale and Significance (Not To Exceed 1 Page),
   - Literature Review (Not To Exceed 1 Page), And
   - References (2 Pages Or Less).

2. **Complete** forms AD-416 (Research Resume), AD-417 (Classification Codes), and CSREES-2008 (Assurance Statement) on the CRIS Forms Assistance page. If any item on the CSREES-2008 is checked "yes" a hard copy of the Purdue University approval must be submitted with your research project. **Do Not download your project outline on the CRIS web site.** ARP will convert it to a pdf file when submitted to Washington, D.C.

   Password: The password **wolf** is needed to complete the forms on the CRIS Forms Assistance Page.

3. **Print** the competed CRIS forms, project outline, and approval(s) listed on the Assurance Statement. Submit the printed copies to your department head for approval and signature. Your department head will send the approved research project along with a list of five potential reviewers (three from within your department and two from outside the department) to the ARP office and your review date will be set.

   *Note: A “New” project is written when you change your area of research. If you are continuing within the same research area, then a “Revised” project should be submitted.*
Review Process

1. Your research project will be sent to three selected reviewers. They will fill out an evaluation form, returning one copy to you and one copy to ARP before the review meeting.

2. The three reviewers, the department head, and Marshall Martin (Associate Director ARP, marshallmartin@purdue.edu) will meet with you and provide feedback on your project. If revisions are needed on the forms, you will be able to make corrections on-line. If revisions are needed on your project outline, please make the corrections in your Word document and send to Jessica Beck (jcrum@purdue.edu) as an e-mail attachment. Once received by the ARP office, all forms and documents will be submitted electronically to the CRIS office in Washington, D.C.

Project Outline (Word Document)

Cover Page - about ½ page
The cover page must include the following subheadings:

Title: The title should be descriptive and written for a lay reader; 100-character maximum.

Project Number: For all (new and revised) projects, the principal investigator’s Statistical Internal Order (SIO) number is assigned by the Department Head (confirmed by ARP).

Dates: Projects begin on October 1 and end on September 30 to align with the federal fiscal year. Other starting dates are acceptable for new projects, but will show a September 30 termination date.

Primary Investigator(s): While each project may have only one principal investigator, team projects are encouraged.

Cooperators: List each cooperator, department, and institution. Cooperators may be at Purdue University, other U.S. universities, or research institutions in other countries. Please indicate the expected contribution of each cooperator.

Objectives - not to exceed ½ page
The objectives should be clear, concise, and usually mutually exclusive. They should be one-phrase or one-sentence statements identifying objectives in which substantial progress can be expected during the duration of the project. Objectives in the project outline must be identical to those on Form AD-416. The objectives should be definitive and realistic. There is an assumption that some objectives will be modified from the previous five-year research project, even if a revised project is submitted. The scientist may find it useful to write a General Goal Statement for the program, and then list 2 to 4 specific objectives.

Approach - not to exceed 3 pages
A description of the specific procedures and research techniques should be identified for each objective. This should be a description of the working plans and methods to be used in investigating each of the stated objectives. Sufficient detail should be presented to clearly convey the experimental methods, analytical procedures, data collection, etc. Each procedure should correspond to the appropriate objective, and follow the same order. Include a timeline plus an indication of the role of each listed collaborator, if appropriate.
Rationale and Significance - not to exceed 1 page

Present a concise statement of the scientific issue or problem. It should explain why the problem is important to society or relevant stakeholders, how the proposed research will contribute to a solution, and identify the potential benefits or expected outcomes from the research.

Literature Review - not to exceed 1 page

This is a description of the current state of knowledge, and should describe how the project will add to the knowledge base. This section should be documented with several key recent literature citations, but it is not intended to be a complete literature review.

References - not to exceed 2 pages

This should include your own research as well as that of your peers. The citations should be in alphabetical order by author's last name using a citation style commonly used in your professional journals.

ARP Project Review Form

http://www.ag.purdue.edu/arp/Pages/federal_funds.aspx

Multistate Research

Multistate research supported by the Hatch Act is a collaborative, formalized program directed toward solving, definite problems related to agriculture in a broad sense, including rural life and consumer concerns.

The cooperative Multistate Research Program involves the State Agricultural Experiment Stations (SAES) in partnership with USDA to stimulate and facilitate cooperative multistate and national research on problems of agriculture, natural resources, environment, and producer and consumer issues. Through sharing and generation of knowledge, the collaborative efforts of SAES and other scientists will expand the base of high quality science to provide outcomes important to the environment, and the citizens of the United States and the world, now and in the future. Linkages with Cooperative Extension, industry, and other institutions and agencies will facilitate the interpretation and application of research results through effective use of current information technology.

The primary characteristics of multistate research:

▲ Focused on a specific and important problem of concern to two or more States;
▲ Planned and conducted as an interdependent program in which participating scientists are mutually responsible for accomplishing the objectives, or are dependent on centralized facilities or activities.

The overall goal of multistate research is to: a) bring together scientific talent from the SAES's, USDA, other institutions and government agencies to work on a problem; b) investigate through collaborative activity problems that are too complex or costly for a single SAES; c) facilitate the interpretation and application of research results for the solution of a problem; d) stimulate the exchange of ideas and research approaches between scientists. Coordination can be accomplished several ways, including bilateral, and multi-lateral cooperative agreements, contracts or formal multistate research projects. Multistate Research Projects are planned and conducted as a
concerted effort in which the participating scientists from two or more states are mutually responsible for accomplishing the objectives. The establishment of a multistate project requires the preparation and approval of a proposal. Contents and requirements for proposal preparation for the North Central Region are found on the National Information Management and Support System (NIMSS) web site at http://nimss.umd.edu/. NIMSS is a web-based application that will allow participants of Multistate Research Projects and Activities to submit proposals and reports online. Interested parties, stakeholders and cooperators can also query the System for relevant and timely information.

If a scientist is interested in becoming involved in existing multistate projects or developing a project, it is recommended they contact the Agriculture Research Office.

Regional Associations of State Agricultural Stations

1. *Northeastern Region*
   Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont & West Virginia

2. *North Central Region*
   Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota & Wisconsin

3. *Southern Region*
   Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia & Virgin Islands

4. *Western Region*
Guidelines for North Central Multistate Research (NCMR)

Multistate research is by its very nature or title mandated as a collaborative effort between states. Support for multistate research is unique and is set aside to address, specific multistate activities. Within the North Central Region, multistate research should meet the following criteria:

Problem solving. North Central supports research that addresses a particular regional problem (within a high priority research area). The research program should identify measures for documentable progress within a five-year frame. Thus, the progress must be clearly defined and specific goals relative to solution of the problem must be clearly identified.

High priority. The NCRA will develop RFP’s that identify both specific and general research priorities within seven cross-cutting areas that include the research goals forwarded by the NCRA committees. These are the only areas that will be funded by RRF. However, the NCRA will depend on the NCA committees to annually review the research areas and to suggest changes as appropriate to our regional research mission.

Multi-disciplinary. The region encourages the development of broad research programs that are multi-disciplinary and address complex problems that are amenable to coordinated research. For example, the NCRA believes that all projects should consider economics and social components as well a biological and physical science components (also see the discussion on multistate below).

Multistate. One of the goals of this prioritization program is to build on the specific research strengths of individual states and to blend these strengths into cooperative and complimentary research programs that capitalize (in a synergistic way) on regional inputs. These research programs are regional because it is unlikely that any single state would have the entire set of research components needed to address the breadth of a regional program. Recognizing that most land grant institutions are undergoing downsizing or at best in a “no growth” situation, we must begin to capitalize on the strengths of individual Experiment Station programs by blending them together.

Assure accountability. The Government Performance and Results Act (GPRA) (1993) mandates that all federally sponsored research must include both performance indicators and performance measures. Potential milestones or indicators of progress should be identified. Accountability must be measured in these terms and will enhance our reporting and input to the required GPA process, as well as strengthen the NCRA knowledge base about our regional research programs.

Direct/impact/outcome to society/people. Every multistate program must be able to show how the proposed research will contribute to society. Measureable impacts and expected outcomes that will result from the research should be clearly identified.

Leverage. Although this NCRA prioritization process will eventually enable us to demonstrate that we are using our research resources wisely and will enhance our ability to increase research support, we must recognize that funds are finite and growth is unlikely. Thus, the opportunities to leverage support from other federal or state agencies, as well as from private sources, can be greatly expanded by successful regional research programs. Multistate research proposals should discuss the role of outside funding in the current proposal and the likelihood of future leveraged support if the proposal is successful.

Information and technology transfer. Every project must demonstrate how its results will be delivered to the user (researcher, extension agent, industry, farmer, 4-H program, suburban resident, etc.) A project does not cease when the field or lab research is completed. The dissemination of information is important to: 1) the enabling or implementation process by the constituency; 2) the public image of the SAESs; and 3) the GPRA process.
Sponsored Program Development

Sponsored Program Development is specifically dedicated to serving faculty and research staff in the College of Agriculture by facilitating the creation of grant proposals and acquisition of grant awards. Today’s competitive grant landscape is challenging with unpredictable appropriations and an ever-increasing number of contenders. Purdue’s scientists produce top notch work—the science easily stands alone. We work with our scientists to position their research in the strongest light possible. We do this by matching grant opportunities to Purdue expertise, convening research teams for multi-investigator proposals, liaising with program sponsors and internal and external partners, and assisting in story development, editing, and compiling proposal elements (document management).

The ARP website (http://www.ag.purdue.edu/arp/Pages/spd.aspx) is just one of many grant resource sites with which you should become familiar. Funding Opportunity Announcements are available in multiple formats through Sponsored Program Development. You may also receive targeted announcements from ARP if your expertise matches a specific announcement. Information on the many Centers, Institutes and Research facilities that could provide services and partnerships is also available.

Please contact Dawn Parks in Ag Research Office, 49-67550, dwparks@purdue.edu, for assistance with proposal development, writing and submission.

Purdue University Office of the Vice-President for Research (OVPR)

The goal of the OVPR Research Development staff is to assist faculty in the development of large research and education proposals—generally $1 million or larger. Their staff provide a broad range of services and resources, including assistance in finding funding opportunities, providing examples of successful proposals, grant writing and coordination for the development of large research proposals, assisting faculty in making cross-campus connections, organizing site visits, hosting proposal development workshops, communicating with federal program officials, coordinating internal and seed grant competitions, and assisting with the development of new centers. In addition, we always are available to meet with faculty about their proposals.

Please contact Cris King in OVPR, 49-6706, hcking@purdue.edu, for assistance with proposal development, writing and submission.
## Sponsored Program Services - Pre-Award Services

Sponsored Program Services has a designated Pre-Award Team (agpreaward@purdue.edu). Provided services include budget development, subcontract documentation, obtaining approvals, documentation of cost share commitments, institutional review/approval, and submission of the final proposal. The pre-award team works closely with ARP and OVPR to support faculty in successful submissions.

*See SPS section in this manual*

### Grant Writing Aids

There are occasional structured workshops throughout the year, both on-campus and off, that allow for improvement of grant writing skills. Many of these announcements may be relayed through ARP, OVPR or your Department Head. The Grant Institute (www.thegrantinstitute.com) offers structured courses in grant writing (Grants 101) and other related topics. NCURA (National Council of University Research Administrators) and SRA International (Society of Research Administrators International) are good resources for grant administration information and training.

### Grant Opportunities

The first step to securing funding for your discovery, learning and engagement program is to find available funding opportunities. Many agencies allow web searches for available funding by keyword, as well as subscription to e-mail notification services. GRANTS.GOV is the primary point of contact for all Federal agency grant announcements.

*Key web sites for information about funding opportunities*

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<th>Agency</th>
<th>URL</th>
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<tr>
<td>All Federal</td>
<td><a href="http://www.grants.gov">www.grants.gov</a></td>
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<tr>
<td>Federal Business Opportunities</td>
<td><a href="http://www.fbo.gov">www.fbo.gov</a></td>
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<tr>
<td>USDA – National Institute of Food and Agriculture</td>
<td><a href="http://www.csrees.usda.gov/fo/funding.cfm">www.csrees.usda.gov/fo/funding.cfm</a></td>
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<tr>
<td>North Central Reg. Sustainable Agriculture Research And Education (NCRSARE)</td>
<td><a href="http://www.sare.org/ncrsare">www.sare.org/ncrsare</a></td>
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<tr>
<td>National Science Foundation (NSF)</td>
<td><a href="http://www.nsf.gov/funding">www.nsf.gov/funding</a></td>
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<tr>
<td>National Institutes of Health (NIH)</td>
<td><a href="http://grants.nih.gov/grants/guide">http://grants.nih.gov/grants/guide</a></td>
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<tr>
<td>Department of Energy (DOE)</td>
<td><a href="http://www.sc.doe.gov/grants/grants.html">www.sc.doe.gov/grants/grants.html</a></td>
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<tr>
<td>Office of Naval Research (ONR)</td>
<td><a href="http://www.onr.navy.mil/02">www.onr.navy.mil/02</a></td>
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<tr>
<td>Department of Commerce (DOC)</td>
<td><a href="http://www.commerce.gov/grants.html">www.commerce.gov/grants.html</a></td>
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<td>Environmental Protection Agency (EPA)</td>
<td><a href="http://www.epa.gov/ogd/grants/funding_opportunities.htm">http://www.epa.gov/ogd/grants/funding_opportunities.htm</a></td>
</tr>
<tr>
<td>Food and Drug Administration (FDA)</td>
<td><a href="http://www.fda.gov/oc/ofacs/grants">www.fda.gov/oc/ofacs/grants</a></td>
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</table>
Once you have identified a potential target, you will need to carefully read the request for proposals/applications (RFP/RFA), broad agency announcement (BAA), or Program Announcement (PA). Be aware of submission deadlines, special requirements such as cost sharing, and length and format limitations. If you are not sure about the appropriateness of your project for a particular program, view the list of prior awards on the agency site. Do not hesitate to contact the agency program manager or director.

Community of Science

COS is a key resource for scientific information. It offers a variety of options to keep abreast of current research and technology. COS provides easy-to-use information about researchers and research funding.

Scientific Expertise Profiles are personalized by individuals and provide the opportunity to connect with others actively working in, or interested in, similar or related areas of research. Universities, laboratories, and professional societies use COS to build and maintain verified, common-format databases of their researchers’ interests and expertise. This database is institutional, regional, national, and international in scope. Creating a profile on COS allows appropriate extramural funding announcements to be sent directly to your e-mail account via the Funding Alert Service, and allows others interested in your expertise to find you.

To start a profile, click on “Login/Join” from the COS homepage.

Funding Opportunities Database: The funding opportunities database includes funding information from public and private sponsors throughout the world. It is updated daily and can be searched by sponsor, deadline, eligibility, discipline, and country. A key feature, “Faculty Match” software, permits researchers and administrators to retrieve and disseminate funding information automatically through controlled links between the Expertise Database and funding records.

Funding Opportunities at Purdue

Purdue Research Foundation Grants
http://www.purdue.edu/research/vpr/funding/internal.php

The Office of Research Administration administers various grant competitions which provide summer and full-year research support for graduate students, summer research support for faculty, and travel funds to assist faculty participating in international meetings. Funding for these grants is provided by the Purdue Research Foundation to support the broad range of research and scholarly activities performed by faculty and graduate students at Purdue University. Proposals are usually due to ARP around Thanksgiving.

PRF International Travel Grants assist faculty in international activity by providing a portion of the transportation costs for international travel. Grant requests are submitted to the Associate Dean and Director of International Programs in Agriculture. The School may establish criteria for making award selections. Applications are ranked and
submitted to the Vice Provost for Research.

**PRF Research Grants** are awarded to faculty for projects that support graduate students engaged in Ph.D. research. The one year awards are allotted to departments by the Associate Dean for Research. Department Heads select grant recipients.

**PRF Summer Faculty Grants** are awarded to full-time, tenure-track and academic-year faculty to continue full-time scholarly work during the summer months. Grant applications are submitted to the Associate Dean for Research. The proposals are ranked by a review committee and submitted by the Dean to the Vice Provost for Research.

**PRF Summer Research Grant for Graduate Students** provides two months of thesis research support for pre-doctoral students who have held graduate teaching appointments. The Graduate School determines which students are eligible to receive these grants and recipients are selected by the Associate Deans for Research and Academic Programs.

**Trask Technology Innovation and Pre-Seed Fund** ([http://www.prf.org/otc/trask_fund.asp](http://www.prf.org/otc/trask_fund.asp))

See the Office of Technology Commercialization Section in this manual.

### 2012 ARP Research Assistantship Program

**Purpose**

The Ag Research (ARP) Research Assistantships are awarded each year on a competitive basis in an effort to support new tenure-track Assistant Professors as they establish their research programs by providing funding for graduate student research. A primary purpose of this program is to develop and promote research ideas which can be developed into proposals for extramural funding. Important areas of research not having access to outside sources of funding will be considered, however.

**Eligibility**

- Only tenure-track Assistant Professors in the Colleges of Agriculture, Health and Human Sciences, and Veterinary Medicine who have been members of the Purdue University faculty for less than three years as of October 1, 2011 are eligible.
- Faculty who apply for ARP Research Assistantships MUST prepare and have an approved Hatch, Animal Health, or McIntire-Stennis project that is consistent with the mission areas of USDA-NIFA. More information on NIFA’s priority areas may be found at: [http://www.csrees.usda.gov/about/background.html](http://www.csrees.usda.gov/about/background.html).
- A tenure-track Assistant Professor may receive only one ARP Research Assistantship during his/her first three years of employment.

**General Information**

- Individual Assistant Professors may submit only one proposal. Proposals are due electronically in pdf format to ARP before 5:00 PM on Monday, October 31, 2011.
The ARP Research Assistantship stipend amount will be $17,500 per year. Funds will be available July 1, 2012. Assistantships are awarded for one year, but may be renewed for a second year pending written confirmation by the PI that the student has made satisfactory research progress. No detailed budget page is necessary since these funds are intended for graduate student assistantship support.

- The stipend may be used for MS or PhD student assistantships.
- The ARP Research Assistantships may be activated after July 1, 2012, and no later than June 30, 2013. Funds will be released to the departmental business office when a graduate student is activated on the assistantship.
- Awards are limited to ARP-affiliated departments and to tenure-track Assistant Professors with an ARP appointment on an approved USDA-NIFA Hatch, McIntire-Stennis, or Animal Health (Federal-formula) research project. If an Assistant Professor does not have an approved Federal-formula project, one may be developed at the time of application for the ARP Assistantship or prior to an award. However, assistantship funds will be released only after approval of the Federal-formula funded research project.
- Please send an electronic copy in pdf format via e-mail to wmadore@purdue.edu by no later than 5:00 pm, Monday, October 31, 2011.

**Proposal Structure**

1. **Cover Page:** Prepare a cover page with the project title, faculty investigator name, and faculty contact information (campus address, email, telephone).

2. **Abstract:** Provide a concise summary of the proposed project. (Limited to one page double spaced)

3. **Background:** Provide a discussion of the problem/hypothesis to be addressed and other appropriate literature review. Provide a justification in “lay language” which explains why this research is important to the USDA-NIFA mission areas, e.g., agriculture, rural communities, nutrition, food, rural health, animal disease, and/or natural resources. Also discuss any preliminary data or previous work in a related area. (Limited to four pages double spaced)

4. **Research Objectives:** Describe the specific objective(s) of the proposed project. The objective(s) should be appropriate for a graduate student and attainable during the two-year assistantship period. (Limited to one page double spaced)

5. **Plan of Work:** Describe the procedures, methods, and analytical approaches to be used to achieve the stated objective(s). Be sure to explain how the methods and analysis being proposed will contribute to achieving your research objective(s) and addressing the problem or hypothesis. Also, discuss expected results as well as any potential problems that could be encountered and how these might be addressed. Be sure to clearly describe what the graduate student’s role and research experience will be. (Limited to four pages double spaced)

6. **References:** Normally six to twelve key references should be sufficient.

7. **Curriculum Vitae:** Include a CV (up to 2 pages) that includes your education (degrees obtained and institutions), relevant employment history, and most relevant publications. Other items may be included as long as the page limit is not exceeded.

**Format**

- The text and figures for the Abstract through the Plan of Work (items 2-5 above) shall be limited to 10 pages, double-spaced. Cover sheet, references, and vita will not count against the 10 page limit. No appendix is allowed.
- Do not use a less than 12-point font for all components.
- Do not use less than 1 inch margins for all components.
- Proposals that do not meet the above specifications (including the proposal structure) will not be considered.
### Review Form for ARP Assistantship Proposals

**Title:**

**PI:**

1. **Problem or hypothesis clearly identified and stated (15 Points)**

2. **Addresses relevancy of project (e.g., agriculture, rural communities, food, health, or natural resources and is eventual application discussed?) (10 points)**

3. **Objective(s) appropriate, specific and logically arranged (5 points)**

4. **Evidence presented that investigator has performed related work and is capable of doing the work proposed (10 points)**

5. **Feasibility of attaining objective(s) during the project (10 points)**

6. **Appropriate methodology chosen to complete objective(s) (20 points)**

7. **Overall scientific and technical quality of proposal (15 points)**

8. **Appropriate for graduate student research project (15 points)**

**Overall priority for funding:**  
- High  
- Medium  
- Low

**Additional Comments: (Strengths, weaknesses, suggestions for improving the proposal):**
Chapter 5 - Sponsored Program Services (SPS)

Sponsored Program Services is a partnership which combines staff responsible to the Vice President for Research and the Senior Vice President for Business Services and Assistant Treasurer. Staff members are organized into cross-functional teams with responsibility for:

- Proposals
- Award Management
- Research Administration
- Agricultural And International Programs
- Data Access And Support Services
- Contract And License Negotiation
- Regulatory Compliance

Services

Pre-Award Services

Pre-Award Services will partner with Principal Investigators in proposal preparation, serving as a key resource in all matters related to University policies for proposal development and submission. Once a Principal Investigator has decided to submit a proposal, the PI should contact the appropriate Pre-Award Center. The e-mail should include the PI name, unit, sponsor, deadline and reference to sponsor guidelines when available. Once the Pre-Award team receives this information you will be contacted by a team member.

Post-Award Services

Post-Award Services is committed to provide timely, accurate, and courteous assistance to our faculty, external sponsors and other University personnel. We assist our customers in exercising good fiscal management practices for the administration of externally funded sponsored programs at Purdue University during the lifecycle from establishment to closeout. We provide expertise to interpret guidelines and promote compliance with sponsor and University policies.

Contract Management Services

Contract Management Services is committed to provide timely, accurate, and courteous assistance to faculty, external sponsors, and other University personnel. The division strives to provide expertise in all types of Sponsored Program contracting while supporting the academic and research mission of Purdue by utilizing processes that facilitate the highest level of compliance with applicable regulations. Types of agreements handled are as follows:

- Sponsored Research Agreements
- Master Agreements
- Testing Agreements
- Confidential/Non-Disclosure Agreements
- Material Transfer Agreements
Pre-Award Services

Ag/Vet Pre-Award Services will partner with Principal Investigators in proposal preparation, serving as key resources in all matters related to University policies for proposal development and submission. Our goal is to meet or exceed faculty expectations for all Pre-Award activities.

Ag/Vet Pre-Award Services

Our Pre-Award Specialists perform the functions of the academic business office and Sponsored Program Services. These services include but are not limited to:

- Review sponsor guidelines (RFP/RFQ) and identify key issues
- Facilitate meetings with pi, business office, and other appropriate individuals
- Collaborate with OVPR staff, as appropriate, during the proposal process
- Develop timeline for all input and approvals
- Prepare the budget and review/provide input on budget justification
- Secure subcontract documentation
- Assist with cost share commitments and documentation
- Involve university contracting group services if needed
- Assist with sponsor forms and electronic submission systems
- Assure the proposal meets all sponsor guidelines and is in final form
- Obtain appropriate academic and business office signatures
- Assist with sponsor requests for re-budgets, just in time information, etc.
- Provide institutional approval for proposal

Once a Principal Investigator has decided to submit a proposal, the PI should contact the Pre-Award Center. The e-mail should include the PI name, Academic Department name, sponsor, proposal deadline, and references for sponsor guidelines if available. A proposal team member will contact you regarding your proposal. We offer on-site services at a location convenient to the PI.

\[\text{Pre-Award Manager} \\
765-494-8366 \\
wrightatj@purdue.edu\]

\[\text{ABSTRACT} \\
\text{PRE-AWARD SPECIALISTS} \]

\[\text{AG FACULTY} \\
agpreaward@purdue.edu \]

\[\text{VET FACULTY} \\
vetpreaward@purdue.edu \]
Proposal Requiring Additional Reviews
(“Red Flag” List)

The following proposals issues require additional and/or special approvals which will add time to the proposal review process. If your proposal includes any of these items, it is recommended that you alert your Pre-Award Specialist early in the process:

▲ Non-standard Facilities & Administrative rates (overhead), for which a waiver is required *
▲ Proposal involving a conference on campus
▲ Consultants
▲ Use of non-departmental facilities
▲ New facilities or renovations of existing facilities *
▲ Proposals which require the president’s review and approval (new centers and Lilly Endowment proposals) *
▲ Presence of a Conflict of Interest *
▲ Other institutions as collaborators or subcontractors
▲ Discovery Park proposals *
▲ Sponsor’s intellectual property terms are at odds with the university’s standard position *
▲ Proposals where the sponsoring agency limits the number of proposals submitted in some way (e.g. total from institution or total for a program area) *

*Academic approval by Dean/Director required

Resources

▲ Standard computer budget program (coeuslite) available to all faculty
▲ Automatic calculation of raises, fringe benefits, f & a costs
▲ Required to accompany proposals for internal review purposes

Website Resources

Sponsored Program Services:  http://www.purdue.edu/sps/preaward/

Office of the Vice President for Research:  http://www.purdue.edu/research/vpr/

Coeus (budgeting program):  http://www.purdue.edu/coeus
Proposal Budgets

General Guidelines

- Realistic – not excessive or padded
- Fully costed – includes all costs required to do the work

Personnel/Compensation

- Principal investigator/Co-principal investigator(s) working directly on the project or administering the project.
- Other staff – Post doc, lab technician, student labor, graduate students.
- Standard raise factors used for projects crossing fiscal years.
- Fringe benefits – budgeted based on default fringe rates.
- Fee Remissions for graduate assistants – to be prorated if the student is paid from two or more projects. Inflation applies on an annual basis.

Supplies and Expenses (S&E)

- Materials and Supplies
- Communications – long distance, shipping charges
- Travel
  - Domestic (Canada and Mexico are considered domestic for state sponsors; however, Mexico is considered foreign for some federal sponsors)
  - Foreign: identify the destinations and purpose of each individual trip
- Printing and Duplication – including pages charges for publishing
- Subcontracts
- Computer Services
- Capital Equipment (Non-expendable equipment) – identify each item separately
  - Definition: $5,000 unit cost and a useful life of one (1) year or greater (software is never considered Capital Equipment)
- Other – consultants, equipment rental
Facilities & Administrative (F&A) Costs

- Based on MTDC (Modified Total Direct Costs)
  - Excludes
    - Capital Equipment
    - Subcontract amounts over $25,000 per subcontract
    - Grad Fee Remits
    - Other – check with Pre-Award Specialist

- Rates
  - On-campus:
    - 54% Research
    - 52% Instruction
    - 36% Other Sponsored Programs
    - Off-campus - lower rates apply if Purdue staff will be working on the project at an off-campus location for at least one semester or summer session (26%)

- Exceptions
  - Non-Government support - Purdue policy:
    - No F & A cost will be assessed if the direct cost is $10,000 or less on an annual basis for industry and foundation proposals.

- Otherwise, the full negotiated Federal rate will be assessed.
  - Ag Memorandum of Agreement sliding scale for awards $10,001 - $50,000
  - Sponsor-Requested Exceptions
    - Standard sponsor policy (in written guidelines) will be considered but may require a

- Request for waiver or cost sharing
  - Generally no exceptions for industrial sponsors other than PU policy above

- F & A costs are charged based on the direct cost expenditures of the project. If sufficient F & A costs are not budgeted it could reduce the direct costs available for the project

Cost Sharing

- Other sponsor-required cost sharing comes from departmental funds

- Cost sharing when not required by the sponsor is discouraged
  - Ties up scarce resources
  - Reduces flexibility (time and dollars)
  - Cost sharing not required by the sponsor which is shown in a proposal will be treated as mandatory and must be documented in the accounting records
  - May not enhance funding potential
Special Documentation Requirements
(Internal Use)

- Non-Faculty PIs
- Subcontracts
  - Commitment to undertake work signed by authorized official (AOR Letter)
  - Description of the work to be performed (Statement of Work)
  - Subcontractor’s budget & budget justification
- Conferences
  - Require proposal submission form approval from Conferences (work with your departmental Business Office)
- Cost Sharing from departmental or school funds
  - Form 32 signed by head and/or dean (prepared by Pre-Award)
- F & A Rate Exceptions
  - Sponsor policy
  - determine appropriate action
  - Waiver requests must be approved by the head, dean and Director of SPS
- Facilities outside department
  - Require a statement that the facilities are available for use during the project (letter from facility director)
- Collaborators/Consultants (Named in the proposal)
  - Require a statement of their willingness to participate in the project
  - Sponsor often requires CV and/or budgeted rate of pay at proposal time
  - Letter of collaboration
Post Award Activities

How will I know I have received an award?

There will be an official award letter or agreement from the sponsor sent to the PI, business office or Sponsored Program Services. The PI will also receive an email (Notice of Award) from Sponsored Program Services informing them of the account number corresponding to the award. In situations where there are regulatory or other issues preventing Sponsored Program Services from establishing the award, the PI will receive an email informing them of the issues.

How are expenditures handled on sponsored accounts?

Expenditures are treated the same as other funds, but the PI needs to approve all expenditures (through signing or delegating signature). Supporting documentation for purchases is kept in the departmental business office.

When can I start spending money on the new account?

When you receive the Notice of Award from Sponsored Program Services, your account is set up and available for use. If you need to start work before this is received and executed, you can request a Notice to Proceed. In most cases, your business office should be your first point of contact when you are ready to start spending funds.

What is a Notice to Proceed?

This is similar to a line of credit on your award and allows you to proceed with your project. If you have received informal notification by the sponsor of a pending award, please inform the Business Office and ask them to request a Notice to Proceed. All regulatory issues must be resolved prior to starting work on the project.

What kind of certifications are required and when?

Sponsored Program Services requires any activity involving human subjects, vertebrate animals or RDNA be reviewed by the appropriate committee to comply with federal regulations. This must be done before the award is set up and available for expenditure.

What types of changes in the project require prior approval from the sponsor?

Certain sponsors permit re-budgeting between budget categories to meet unanticipated requirements. Other items that may require prior approval include: change in scope of work, change in PI, subcontracts not approved in original budget, extensions of time, and foreign travel.

What financial reports are available to a PI for their sponsored project accounts?

Monthly Project Financial Reports (FSSRS) are automatically sent to PI's. The reports produced are always month end reports based on the most recent month end financial status. An online account management tool (AIMS) is also available to faculty with live to date financial information. Business Offices can assist with training in this tool.

Where should I go for questions related to Post Award grant management?

▲ Sponsored Program Services (SPS): www.purdue.edu/sps
▲ Beth Siple, Assistant Director, Ag Sponsored Programs: sipleb@purdue.edu
▲ Rebecca White, Assistant Director-SPS Post Award: rwhite@purdue.edu
University Contracting Group
Contract Management Services

The Contracting Group within Sponsored Program Services is made up of contract analysts that review all grants, cooperative agreements, contracts, or awards that are made to the University. Contract analysts are divided into two teams that handle either Federal and State of Indiana awards or Industrial/Foundation/Non-Profit awards. Associated subcontracts to non-Purdue partners are also negotiated by the University Contracting Group.

The University Contracting Group is also responsible for some types of agreements in which no transfer of funding is involved. Examples include; Confidentiality/Non-Disclosure Agreements, Material Transfer Agreements, Teaming Agreements, Memorandum of Understanding Agreements, and other Miscellaneous type agreements.

While the Sponsored Programs Post Award area focuses on the financial terms of the agreement, the University Contracting Group carefully reviews and negotiates contract terms related to publication rights, intellectual property ownership and export control regulations. Both the PI and respective Department Heads and/or Deans are often times included in the negotiation process, especially with non-Federal partners.

▲ JEFF KANABLE
Assistant Director
Sponsored Program Services-Contracting
765-494-1059
jkanable@purdue.edu

▲ BETH SIPLE
Assistant Director
Ag Sponsored Programs
765-494-8464
sipleb@purdue.edu
Example of New Award Notice

To: Dr. Smith and Dr. Jones
Cc: Department Business Office Contact
Subject: New Award – Dr. Smith

Grant Number: 102561
Title: Understanding Farm Household Decision-Making Behavior
PI: Smith & Hones

Project Period: 7/6/07-9/20/08
Total Sponsor Award: $20,000
Sponsor Name: USDA/AR

Order/Fund/CoPI: 800001XXXX/41100000/Dr. Smith – Sponsor funds account
Order/Fund/CoPI: 800001YYYY/21030000/Dr. Smith – Cost sharing account

Cost Sharing: Yes
Subcontracts: No.
Institute Proposal COEUS Number: 07128166

Dr. Jones has been given AIMS access.

We have recently established the grant and internal orders listed above for your award. To ensure that your project runs as smoothly as possible, please complete the following:

- Log into AIMS to review your budget by clicking on the box titled “OnePurdue Portal Login” on the OnePurdue home page at http://www.purdue.edu/onepurdue/. Click on the AIMS tab and then on the GM Account Assignment Faculty link. Additional instructions can be found at:
- Immediately visit your business office to set up any staff appointments on the grant, to authorize others to purchase on your grant, and to request AIMS access for any additional staff.

If your sponsor notification and/or contract have not already been transmitted to you electronically, please contact the Account Manager listed below.

If you are utilizing consultants on your project, it is vitally important to initiate those agreements as soon as possible. Please visit your business office to complete the proper forms.

Sponsored Programs must be informed in a timely way of any changes in project status, particularly any prolonged PI absences or 25% changes in the proposed effort. Most sponsors require notification if the award PI will be unavailable for a period of more than 90 days. It is the responsibility of the department to inform Sponsored Programs of any such absences so that we may, in turn, inform the sponsor. Also reduction of more than the 25% of the proposed effort of key personnel may require prior approval.

Please visit the SPS web page for more helpful project management information http://www.purdue.edu/sps/.

If you have questions, please contact your business office.

Sponsored Programs Account Manager Contact Information: Name: Amanda Griffith, Phone: 46107, Email: agriffith@purdue.edu
Grant Management - Accounting Information Management System (GM AIMS)

http://www.purdue.edu/business/bstraining/training/courselist/GM_AIMS.html#FACREPORTS

What is GM AIMS?

GM AIMS is a web-based application tool that provides faculty with a set of tools to assist in financially managing grant funds. Benefits of the tools include:

- Real-time tracking of grant budgets and expenditures
- Expenditure details such as PO numbers, vendors and item descriptions
- Information on technical reports due and where/how to send them
- Balance trends charts
- Projection tool to estimate future balances

How do I access GM AIMS?

GM AIMS is accessible via the OnePurdue Portal. Using the link below, users are required to log in using their Career Account log-in and password.

https://erp-portal-prd.itap.purdue.edu/irj/portal

What types of financial reports are available in GM AIMS?

GM AIMS includes a suite of reports for faculty to view their grant accounts.

Some examples of the different reports include:

- Account list: report includes grant number, title, sponsor, project period,
- PI name, life to date budget and expenses, available balance and
- Percent expended
- Expenditure history: report shows life to date expenses and the last 13
- Months expenditures by budget category
- Payroll summary: detailed list of employees and what they have been
- Paid on the account for the life of the grant
- Transaction listing: detailed listing of all transactions for a given period of
- Time. Includes posting date, expense category, vendor, PO number and amount
- Equipment transaction listing: detailed listing of all equipment
- Transactions for a given period of time
- Faculty technical notifications: lists technical reports due on current
GM-AIMS Account Projections Resources

GM-AIMS contains an Account Projection program for faculty to create projections on sponsored funds.

Portal Web Address: https://erp-portal-prd.itap.purdue.edu/ir/portal
Training Resources: http://www.purdue.edu/business/bstraining/Catalog/GM_AIMS.html

Log in to the OnePurdue Portal using your Career Account username and password. Click (1) AIMS, (2) GM AIMS, and then (3) Account Projections. Select (4) to Launch Account Projections.

The following chart indicates where access links to various reports are located.

<table>
<thead>
<tr>
<th>Report</th>
<th>Accessed From</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account Projections</td>
<td>Portal Navigation Link</td>
</tr>
<tr>
<td>Account List</td>
<td>Within Application</td>
</tr>
<tr>
<td>Sponsored Program Salary Details Screen</td>
<td>Within Application</td>
</tr>
<tr>
<td>Sponsored Program Summary</td>
<td>Within Application</td>
</tr>
<tr>
<td>Grant Summary</td>
<td>Within Application</td>
</tr>
</tbody>
</table>

This is the screen that appears when Launch Account Projections is clicked.
### Expenditure History

#### Table: Expenditure History - Great View

<table>
<thead>
<tr>
<th>Period</th>
<th>Total Expenditure</th>
<th>Expenditure Details</th>
</tr>
</thead>
</table>
| July 2014 | $1,200,000 | Details of expenditures...
| August 2014 | $1,300,000 | Details of expenditures...
| September 2014 | $1,400,000 | Details of expenditures...
| October 2014 | $1,500,000 | Details of expenditures...
| November 2014 | $1,600,000 | Details of expenditures...
| December 2014 | $1,700,000 | Details of expenditures...

#### Additional Information

- **Total Revenue:** $2,000,000
- **Total Expenses:** $1,800,000
- **Net Revenue:** $200,000

---

*Note: Detailed expenditures and revenue data are not provided in this snippet.*
## Equipment Transaction Listing

<table>
<thead>
<tr>
<th>Equipment Number</th>
<th>Transaction Date</th>
<th>Description</th>
<th>Acquisition Type</th>
<th>Acquisition Date</th>
<th>Category</th>
<th>Location</th>
<th>Asset Number</th>
<th>Asset Owner</th>
<th>Asset Status</th>
<th>Original Cost</th>
<th>Asset Location</th>
<th>Asset Type</th>
<th>Asset Class</th>
<th>Asset ID</th>
<th>Serial Number</th>
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</thead>
<tbody>
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<td>1/1/2000</td>
<td>Capitalized</td>
<td>Capitalized</td>
<td>1/1/2000</td>
<td>Capital</td>
<td>Purdue</td>
<td>0012345678</td>
<td>John Smith</td>
<td>Active</td>
<td>$123,456</td>
<td>Engineering Lab</td>
<td>Equipment</td>
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</table>

*Exhibit located in Engineering Building.*
# Faculty Technical Notifications

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<table>
<thead>
<tr>
<th>Grant</th>
<th>PI</th>
<th>Sponsor</th>
<th>Recurrence</th>
<th>Report Description</th>
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<tbody>
<tr>
<td>115556</td>
<td>Jane Smith</td>
<td>Special Name</td>
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<tr>
<td>115557</td>
<td>Mike Jones</td>
<td>Special Name</td>
<td>MONTHLY</td>
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<td>10/15/2009</td>
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<tr>
<td>115558</td>
<td>Sue Johnson</td>
<td>Special Name</td>
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<td>115560</td>
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# Faculty Technical Notifications

**Generated On:** 09/09/2010

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<tbody>
<tr>
<td>Method: EMAIL</td>
<td>Contact Information:</td>
<td>Address Information:</td>
</tr>
<tr>
<td>Name: HERMAN JONES</td>
<td>Phone: 412-304-2000</td>
<td>Address: 123 Main St.</td>
</tr>
<tr>
<td>Email: <a href="mailto:HERMAN@Purdue.edu">HERMAN@Purdue.edu</a></td>
<td>Email: <a href="mailto:HERMAN@Purdue.edu">HERMAN@Purdue.edu</a></td>
<td>City: Anytown</td>
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<table>
<thead>
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<tr>
<td>Name: CONG CAN</td>
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<tr>
<td>Email: <a href="mailto:CONG@Purdue.edu">CONG@Purdue.edu</a></td>
<td>Instructions: PLEASE SUBMIT THE TOPN IN PDF FORMAT</td>
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</tr>
</tbody>
</table>

Aug 5, 2010
Chapter 6 - Office of Academic Programs

The Office of Academic Programs is the hub of student activity for the College of Agriculture. We are located in the Steve and Sandra Hageman Center for Student Achievement and Leadership on the first floor of the Agricultural Administration Building.

The Office of Academic Programs also serves as a coordination point for advising, leadership, career resources, student organizations, academic excellence, scholarships, tutoring, and much more.

Criteria for Scholarly Activity

▲ It requires a high level of discipline-related expertise.

▲ It is conducted in a scholarly manner with clear goals, adequate preparation, and appropriate methodology.

▲ The work and its results are appropriately and effectively documented and disseminated. This reporting should include a reflective critique that addresses the significance of the work, the process that was used, and what was learned.

▲ It has significance beyond the individual context.

▲ It breaks new ground or is innovative.

▲ It can be replicated or elaborated on.

▲ The work - both process and product or result - is reviewed and judged to be meritorious and significant by a panel of one's peers.


It will be the responsibility of the academic unit to determine if the activity or work itself falls within the priorities of the department, school or college, discipline, and institution.

▲ MARCOS FERNANDEZ
Associate Dean College of Agriculture
Director of Academic Programs
(765) 494-8472
mfernandez@purdue.edu

▲ JANET WARD
Administrative Assistant
(765) 494-8472
janetward@purdue.edu

www.ag.purdue.edu/oap
## Programs Contacts

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE/CONTACT INFORMATION</th>
<th>PROGRAMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLAN D. GOECKER</td>
<td>Assistant Dean and Associate Director of Academic Programs</td>
<td>Undergraduate academic counseling coordinator</td>
</tr>
<tr>
<td></td>
<td>(765) 494-8481 <a href="mailto:goecker@purdue.edu">goecker@purdue.edu</a></td>
<td>AGR 101 course coordinator</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Academic records coordinator</td>
</tr>
<tr>
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<tr>
<td></td>
<td></td>
<td>Curriculum and AGR schedule deputy</td>
</tr>
<tr>
<td></td>
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<td>Course and curricula management</td>
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<tr>
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<tr>
<td></td>
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<td>Agricultural faculty secretary</td>
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<tr>
<td></td>
<td></td>
<td>Academic programs liaison - regional campuses and Indiana colleges</td>
</tr>
<tr>
<td></td>
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<td>USDA employment opportunities reports and career information</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College of Agriculture study abroad - academic management</td>
</tr>
<tr>
<td>JOHN G. GRAVEEL</td>
<td>Assistant Dean of Academic Programs <a href="mailto:jgraveel@purdue.edu">jgraveel@purdue.edu</a></td>
<td>Co-Teach AGR 101</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
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<td>- Articulation and Relationships with Ivy Tech, Regional Purdue, Vincennes, Other Universities As Needed</td>
</tr>
<tr>
<td>LORI PENCE BARBER</td>
<td>Assistant Director of Academic Programs <a href="mailto:lbarber@purdue.edu">lbarber@purdue.edu</a></td>
<td>College of Agriculture Scholarship Coordinator</td>
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<td></td>
<td></td>
<td>Coordinate the University Merit Scholarship Program for the College of Agriculture</td>
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<td>College of Agriculture Career Services Coordinator</td>
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<td>Pre-Veterinary Medicine And Interdisciplinary Agriculture Advisor</td>
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<td>Public Policy Washington D.C. Summer Internship Program Coordinator</td>
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<td>Liaison to the Division of Financial Aid for the College of Agriculture</td>
</tr>
<tr>
<td><strong>TRACIE EGGER</strong></td>
<td>Assistant Director of Academic Programs</td>
<td>Coordinator for Recruiting/Retention Efforts for the College of Agriculture</td>
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<tr>
<td></td>
<td>765-494-8470 <a href="mailto:tegger@purdue.edu">tegger@purdue.edu</a></td>
<td>Leadership Certificate Program Coordinator</td>
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<td></td>
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<td>Agriculture Council Advisor</td>
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<td>Agriculture Ambassador Program Coordinator</td>
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<td></td>
<td>Academic Advisor for Interdisciplinary Agriculture and Pre-Veterinary Medicine Students</td>
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<tr>
<td></td>
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<td>Liaison to the Office of Admissions for the College of Agriculture</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Coordinator for Prospective Students' College Visits (For College of Agriculture and Through The Office Of Admissions)</td>
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<td>Day On Campus (Orientation For New Students - Summer)</td>
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<td>National FFA Liaison</td>
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<td>Introduction to Purdue Academic Programs (Gs 119) Coordinator</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>TIM KERR</strong></th>
<th>Assistant Director for Academic Excellence</th>
<th>Pre-Veterinary Medicine Program Representative</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(765) 494-8470 <a href="mailto:kertrp@purdue.edu">kertrp@purdue.edu</a></td>
<td>Pre-Veterinary Medicine Liaison to School of Veterinary Medicine</td>
</tr>
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<td>Undergraduate Research and Poster Symposium, College of Agriculture Coordinator</td>
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<td></td>
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<td>College of Agriculture Regional and State Science Fair Coordinator</td>
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<td></td>
<td>Pre-Veterinary Medicine and Interdisciplinary Agriculture Academic Advisor</td>
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<tr>
<td></td>
<td></td>
<td>Honors, Dean's Scholars, and Undergraduate Research Coordinator</td>
</tr>
</tbody>
</table>
Student Enrichment Programs

College of Agriculture Scholarship Information

A number of scholarships for undergraduate students enrolled in the College of Agriculture are made available through the generous support of alumni and friends of the College. The College of Agriculture recognizes scholastic achievement as well as qualities of leadership, citizenship, character and FFA/4-H participation.

For the 2010-2011 academic year we were able to award 542 scholarships to students. The total amount was around $852,331. If you combine this total with the departments total scholarships awarded, we offered over 1.4 million dollars to our students.

Students must apply annually to be considered for scholarships offered through the college.

▲ Online Scholarship Application is made available by mid-December.
   http://www.ag.purdue.edu/oap/pages/scholarships.aspx

▲ Deadline to Apply for Scholarships is February 1.

Contact: Lori Pence Barber, lbarber@purdue.edu

Honors Program Options

Dean's Scholars
The Dean's Scholars Program began in fall 2005 to fill the need for an early-entry honors program for top students. There are currently 150 College of Agriculture students enrolled in the program.

Admission Criteria
Currently admission offered based on scholastic achievement (sat 1800/act 27 and GPA 3.8 or higher)
Students offered admission may opt in or not
Continuing students with at least 60 credits remaining and a 3.5 or greater may apply to the program

Program Requirements
- Complete 12 hours of honors coursework (several options to fulfill)
- Enroll in AGR 101, honors agriculture orientation course
- Participate in dean's scholars activities
- Have included retreat, research sessions, reception with the dean, activities in conjunction with distinguish agricultural alumni, etc.
- Maintain 3.25 or greater GPA after enrollment—otherwise put on "probation" for a semester
- Complete independent research or design project
- Complete at least 15 credits each semester

Program Benefits
Dean's scholars are officially recognized as honors graduates
Fall 2011 Dean's Scholars may opt to participate in learning community in Shreve Residence Hall
Agriculture Honors Program

▲ Primarily for continuing students who are not in the Dean’s Scholars Program
▲ Transfer Students
▲ Students who decide late to complete Honors Project
▲ Must have 3.25 GPA to apply (3.0 in successive semesters)
▲ Complete a research or design project
▲ Departments may require additional requirements
▲ Receive Honors Program in Agriculture designation at graduation

University Honors Program

▲ Admit 140 incoming students for each fall with a few sophomores admitted
▲ Complete 24 credits of honors
▲ Maintain 3.6 or greater GPA
▲ Will receive university honors diploma at graduation
▲ Compete for prestigious fellowships and scholarships

If you have students who are interested in one of the honors programs or who you think might be a candidate please refer them to Tim Kerr, Assistant Director for Academic Excellence, 765-494-8470 or to his or her departmental representative.

Honors Committee

<table>
<thead>
<tr>
<th>Name</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jenna L. Rickus</td>
<td>Agricultural and Biological Engineering</td>
</tr>
<tr>
<td>Brigitte S. Waldorf</td>
<td>Agricultural Economics</td>
</tr>
<tr>
<td>George E. Van Scyoc</td>
<td>Agronomy</td>
</tr>
<tr>
<td>Shawn S. Donkin</td>
<td>Animal Sciences</td>
</tr>
<tr>
<td>Thomas J. Kappock</td>
<td>Biochemistry</td>
</tr>
<tr>
<td>Mary A. Webb</td>
<td>Botany and Plant Pathology</td>
</tr>
<tr>
<td>Jeffrey D. Holland</td>
<td>Entomology</td>
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<tr>
<td>Lisa J. Mauer</td>
<td>Food Science</td>
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<tr>
<td>Richard Meilan</td>
<td>Forestry and Natural Resources</td>
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<tr>
<td>Cary A. Mitchell</td>
<td>Horticulture and Landscape Architecture</td>
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<tr>
<td>Arthur P. Schwab</td>
<td>Natural Resources and Environmental Science</td>
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<tr>
<td>Colleen M. Brady</td>
<td>Youth Development and Agricultural Education</td>
</tr>
<tr>
<td>Timothy P. Kerr</td>
<td>Academic Programs</td>
</tr>
</tbody>
</table>
FEELS (Food, Environment, Engineering, and Life Sciences)

FEELS (Food, Environment, Engineering, and Life Sciences) Program to prepare you to excel in academic, industrial, and public sector careers through:

- A SCHOLARSHIP OF UP TO $10,000
- A FEELS ANNUAL 1-CREDIT COURSE
- ACADEMIC AND INDUSTRIAL MENTORS' SUPPORT
- ACADEMIC RESEARCH, INDUSTRIAL INTERNSHIPS, AND STUDY ABROAD PROGRAMS
- CULTURAL AND ACADEMIC ACTIVITIES TO FACILITATE YOUR INTEGRATION INTO COLLEGE LIFE
- A COMMUNITY TO SHARE THESE GREAT EXPERIENCES
- OTHER SUPPORT ACTIVITIES

Contact: Shawn Donkin, sdonkin@purdue.edu

College of Agriculture Career Fair

Since 1979, the College of Agriculture has hosted a Career Fair. The Career Fair provides recruiters the opportunity to educate students about their organization, advertise positions and/or interview students for full-time employment or internships. Over the years, participation and attendance has grown. The Fall Career Fair in 2010 had 105 companies participating and 1146 College of Agriculture students in attendance. The college hosts a fall career fair the first Tuesday in October. This coincides with the active recruitment season for our December and May graduates. In addition, more than 80 percent of the companies that attend the Career Fair are recruiting for internship positions in addition to permanent positions.

The College of Agriculture began hosting a Spring Career Fair in 2009. This has enabled our students to secure internship and permanent positions.

The Career Fairs are not just for graduating undergraduate students; it is for all students (undergraduate and graduate) in the College of Agriculture. The Career Fair is a great way to explore careers, network and become knowledgeable about Agriculture companies and internships.

The evening before the Career Fair, the College hosts an Employer Panel Discussion. About 10 employers from various agriculture professions provide students valuable information regarding: making yourself more marketable, resumes, interviewing, internships and career development opportunities to take advantage of.

Contact: Lorie Pence Barber, lbarber@purdue.edu
Undergraduate Research

With or without funding, many undergraduates participate in research or develop innovative projects. Our expectation is that many of these students will participate in the Undergraduate Research and Poster Symposium held each spring. The April 10, 2012 event is hosted by the Colleges of Agriculture, Engineering, Science and Technology. Last year, about 120 students, or student groups, showcased a wide variety of research and design projects.

Although we hope that all student researchers participate, those required to do so are College of Agriculture Honors or Dean's Scholars students (presenting at least once) and students in receipt of the Agricultural Research Program scholarships. Those whose faculty mentors received the Office of Academic Programs $500 mini-grants also should plan to participate.

Contact: Tim Kerr, kerrtp@purdue.edu

Every undergraduate in the College of Agriculture has the opportunity to engage in research and is encouraged to do so. Undergraduates may apply for the following funding opportunities. Neither has a minimum GPA requirement.

Request for Research Funding

Since extra costs are often incurred when a professor adds an undergraduate researcher, the Office of Academic Programs offers $500 to support professors. The student applies on behalf of the professor for one of these mini grants.

Agricultural Research Program Scholarships

The Agricultural Research Fund Scholarships begin in October 1997. Funding is from the late Eula Rose Martin in memory of Charles F. Martin, Paul Martin, and Russell Martin (class of 1914).

Undergraduate researchers may apply for scholarships through the ARP Office. Scholarships apply to the following academic year and provide $1000 each for fall and spring semesters (if the student is only here one semester, s/he only is eligible for $1000).

Each research mentor/professor also receives $500 from ARP.

Recipients are required to enroll in research credit and submit a progress report each semester they receive funding. In addition, students participate in the spring poster exhibition to showcase their research.

Contact: Wendy Madore, wmadore@purdue.edu
Retention - Signals

A common goal of each instructor, advisor, and staff member in the College of Agriculture is to enhance the success of Purdue Agriculture students in the classroom. In order to increase their success, the Office of Academic Programs (OAP) will be participating in a new innovative project called “Signals”. Purdue University's "Signals" project provides early warning signs and intervention to students who may not be performing to the best of their abilities before reaching a critical point in the semester. Each student is assigned a “risk group” determined by a weekly predictive student success algorithm. One of three stoplight ratings, which correspond to the risk group, is released on the student’s Blackboard homepage beginning the first week of classes.

▲ Green: High Likelihood Of Success In The Course
▲ Yellow: Potential Problems With Succeeding In The Course
▲ Red: High Likelihood Of Failing The Course

Signals will communicate to students to use available resources on campus – like faculty office hours and study materials. One of the other intervention programs will be Adobe Connect Tutoring.

Signals will provide real time feedback and early intervention. Signals will be pilot tested in AGR 101 (Introduction to the College of Agriculture and Purdue University) and AGRY 255 (Soil Science) in the fall of 2009.

Contact: John Graveel, jgraveel@purdue.edu

The College of Agriculture Public Policy Washington D.C. Summer Internship Program

The College of Agriculture Public Policy Washington D.C. Summer Internship Program was established in 2005. The Program’s mission is to enhance undergraduate education, allow students to see and take an active role in agriculture policy impacting our national, our state and local entities, increase Purdue Agriculture visibility in the nation’s capital and link Washington, D.C. alumni with our students and campus. Students intern in placements that reflect their particular areas of academic and career interests. Internship opportunities abound in our nation’s capital. From legislative internships on Capitol Hill to positions with think thanks, associations, organizations, and advocacy groups, there is truly something for everyone. This program allows students access to challenging and unique internships, which in turn provide them with professional experiences and networking contacts. All majors within the College of Agriculture are welcome to apply.

The program consists of:

▲ Fall recruitment and selection of students
▲ Winter matching students with placements
▲ Spring orientation session on campus
▲ Summer 8 -10 week placements
▲ Summer information sessions for students while in DC.
▲ Summer Ag Alumni Reception at the National Press Club
▲ Fall enrollment in an independent Study

For more information about the program, please visit the website: http://www.ag.purdue.edu/oap/Pages/dc_summer_internship.aspx
The Leadership Development Certificate Program

The Leadership Development Certificate Program (LDCP) was developed to provide a structured framework through which undergraduate students in the College of Agriculture can enhance their leadership skills. It is a not-for-credit, voluntary program to grow a student’s leadership abilities. It is assumed that each student will come into the program with different leadership experiences, abilities, interests, and levels of development. Some of the students have been leaders in high school and are leaders here on campus. Some of the students may not see themselves as a leader. This program is intended to be flexible and to accommodate each student’s individual goals in leadership, starting with where they are and growing in the direction that fits their interests.

Who is Eligible for the Program?

The Leadership Development Certificate Program is available to all students enrolled in the College of Agriculture who meet the following requirements:

1. A minimum of 30 graded credit hours completed at a post-secondary institution towards their degree program prior to entering the Leadership Development Certificate Program.
2. At least four semesters remaining in their degree program prior to entering the Leadership Development Certificate Program.
3. Good academic standing. It is expected that the students will remain in good academic standing throughout the program.

Expectations of the Student

The various requirements for the Leadership Development Certificate Program are as follows:

1. Submit Statement of Intent Form with a Resume: This is the first step in being admitted into the Leadership Development Certificate Program.
2. Select a Coach: A list of qualified coaches can be obtained from the Leadership Development Certificate Program office, in Room 121 of the Agricultural Administration Building.
3. Complete a Leadership Skills and Attributes Self-Assessment: All participating students will complete a self-assessment.
4. Complete a Personal Development Plan: Following completion of a self-assessment, you will complete a Personal Development Plan. This will include establishing self-improvement goals in at least four of the eleven leadership skills and attributes. Personal growth is expected in all eleven skills and attributes and to be reflected in the portfolio.
5. Participate in On-Campus University Recognized Group Experiences: You are expected to be an active participant in two non-classroom group or team experiences for at least one semester, contributing to the goals of that group and documenting those experiences and growth in the portfolio.
6. Participate in an Off-Campus Community Group Experience: You are expected to be an active participant and contribute to the goals of at least one off-campus, non-university recognized, community group for at least one semester. Growth in the leadership skills and attributes must be documented in the portfolio through
involvement in positions of employment and civic organizations, mission programs, international experiences, or other activities.

7. Participate in Leadership Programs and Workshops: You will participate in a minimum of two College of Agriculture-sponsored leadership programs and workshops. In addition, you must participate in an additional two leadership programs, either on or off campus. The leadership experienced (reflection) from the four programs will be documented in the portfolio.

8. Complete Six Credit Hours of Academic Course Offerings: Documentation of growth in the leadership skills and attributes areas will be required through at least six credit hours of academic course offerings. All courses included must be justified and you must indicate how each course applies to your personal development plan and the four major self-improvement goals. NOTE: The courses do not have to have "leadership" as the main focus but you must justify to your coach the course's relevance.

9. Develop a Portfolio: Working with a leadership coach, you will develop a portfolio that documents your progress on the four major self-improvement goals identified in your personal development plan as well as personal growth in all leadership skills and attributes.

What is a Coach?

A coach is not specifically an academic advisor who counsels students on their academic career at Purdue. A coach will be someone else and his/her role is very different. A coach in this program is a College of Agriculture faculty or administrative professional staff member who has completed the Coach's Training Workshop. His/her role is to support, encourage, and guide students in their leadership development program. He/she will offer feedback on the student's Personal Development Program, help them identify ways to meet their leadership goals, review their leadership experiences and assist them in completing the requirements of the program.

Contact: Tracie Egger, tegger@purdue.edu

Undergraduate Student Recruitment

Deadlines and Important Dates for 2012 Freshman Applicants

High school seniors should apply to Purdue as early as possible (August-October).

Purdue will begin releasing admission decisions for fall applicants after 5 p.m. Eastern on December 9, 2011. Students who complete their application by October 15, are guaranteed to have a decision by December 9.

November 15 is the admission application deadline for some academic programs as well as for maximum consideration for all Purdue scholarships.

Freshman Deadlines for 2012

▲ October 15: first notification guarantee – applications that are complete (all required material received) by this date are guaranteed to have a decision on December 9.

▲ November 15: firm* application deadline for nursing, pharmaceutical sciences, prepharmacy, and veterinary technology

▲ November 15: firm* application deadline for Purdue scholarship consideration

▲ March 1: priority* application deadline for all academic programs other than those noted in November 15 deadlines
To meet the freshman application deadline: applications must be complete - all required material received or postmarked by the deadline. Required material includes: application form (online preferred), application fee, high school transcript, SAT or ACT test score (including writing; test scores must be sent electronically from testing agency).

Transfer Applicants (Including Purdue Regional Campus Transfers)

Transfer Deadlines for the College of Agriculture

▲ Summer Enrollment: April 1
▲ Fall Enrollment: July 1
▲ Spring Enrollment: November 1

To meet the transfer application deadline: applications must be complete - all required material received or postmarked by the deadline. Required material includes: online application, application fee, transcripts for all college coursework completed at the time of application; final high school transcript (unless applicant has a bachelor's degree); SAT or ACT test score (unless applicant has completed at least 24 college semester credit hours; test scores must be sent electronically from testing agency).

Some programs may close to transfer applicants before the application deadline. Therefore, transfer students are advised to apply as early as possible. Review the closed programs web page prior to submitting an application.

Admission Decisions

For freshmen applying for summer and fall 2012 enrollment, Purdue will begin releasing decisions on December 9, 2011, after 5 p.m. Eastern Time. After we begin releasing decisions, new decisions will be released daily.

For all transfer applicants and any applicants applying for spring enrollment, decisions are released on a rolling basis beginning in early September.

Offer of Acceptance

To enroll at Purdue, admitted students must accept their offers of admission by the following dates.

▲ Fall term – students admitted by April 10 must accept their offer by May 1. Those admitted after April 10 have three weeks to accept.
▲ Spring term – students admitted by December 1 must accept their offer by December 15. Those admitted after December 1 have until the start of the term to accept.
▲ Summer term – students admitted by May 1 must accept their offer by May 15. Those admitted after May 1 must accept by the start of the term.
Financial Aid

March 1 is the priority deadline for students to file a Free Application for Federal Student Aid (FAFSA) for aid awarded for the upcoming academic year. Students who meet this deadline will receive award letters in early April.

On-Campus Housing

Students admitted for fall must apply for on-campus housing by May 5. Students who apply after this date will receive housing assignments if space remains available.

Registration and Orientation Programs

The Office of Student Access Transition and Success (SATS) oversees registration and orientation programs for new Purdue students. New undergraduate students enrolling during the fall semester are required to attend a Summer Transition, Advising, and Registration (STAR) program during the summer prior to enrollment. Visit the SATS website for more information about STAR and all new student orientation programs.

2011-2012 Career Services Coordinators for Purdue University

Center for Career Opportunities - Cher Yazvac, yazvac@purdue.edu

College of Agriculture - Lori Pence Barber, lbarber@purdue.edu or Linda Austin, laa@purdue.edu

Academic Departments and Programs

Agricultural & Biological Engineering - Yvonne Hardebeck, hardebey@purdue.edu
Ag Communication – Abigail Borron, aborron@purdue.edu
Agricultural Economics – Andrew Oppy, aoppy@purdue.edu
Agricultural Education – Daniel Gottschalk, dgott@purdue.edu
Agronomy – Lee Schweitzer, lschweit@purdue.edu
Animal Sciences – Barry Delks. delks@purdue.edu
Biochemistry – Joseph Ogas, ogas@purdue.edu
Botany & Plant Pathology – Tyson McFall, tjmcfall@purdue.edu
Entomology – Jonathan Neal, jneal@purdue.edu
Food Science – Gwen Shoemaker, gwen@purdue.edu
Forestry & Natural Resources – Shelly Opperman, sopperman@purdue.edu
Horticulture & Landscape Architecture – Robin Tribbett, tribbett@purdue.edu
Interdisciplinary Agriculture – Lori Barber, lbarber@purdue.edu
Natural Resources & Env. Science – Paul Schwab, pscwab@purdue.edu
Jane Wiercioch, jwiercioch@purdue.edu
College of Agriculture Student Organizations

View Online: [http://www.ag.purdue.edu/oap/Pages/student_organizations.aspx](http://www.ag.purdue.edu/oap/Pages/student_organizations.aspx)

2010 Employment Summary

Purdue Agriculture 2010 May graduates had another reputable year in a highly competitive job market. Ninety-one percent of the graduates were employed or continuing their education as of April 1, 2011. Seven percent of the May graduates secured internships following graduation. Positions were being sought by eight percent of the graduates. This percentage is not indicative of all majors across the college. There are only a few majors within the college that are experiencing challenges in job placement due to economic conditions. Seventy-four percent of May graduates are employed in Indiana. The 2009-2010 reported average starting salary summary of Food, Agriculture, Life, and Natural Resources graduates can be found in Table 3.

Twenty-two percent of the 2010 May graduates continued in educational programs. This is a 6% decrease. Fifty-three enrolled in graduate schools and twenty-five in professional schools.

<table>
<thead>
<tr>
<th>TABLE 1: POST-GRADUATION ACTIVITIES OF FOOD, AGRICULTURE, LIFE, AND NATURAL RESOURCES GRADUATES, COLLEGE OF AGRICULTURE, PURDUE UNIVERSITY</th>
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<tbody>
<tr>
<td>MAY GRADUATES</td>
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<td>Percent Reporting Activities</td>
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<td>POST GRADUATION ACTIVITIES</td>
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<tr>
<td>Seeking Employment</td>
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<td>Employed Internship¹</td>
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</table>

¹Employed Internship – accepting an internship position when a full-time job could not be found in a tepid economy. A way for young professionals to get their foot in the door of an organization.

<table>
<thead>
<tr>
<th>TABLE 2: EDUCATIONAL PROGRAM ENROLLMENT OF FOOD, AGRICULTURE, LIFE, AND NATURAL RESOURCES GRADUATES, COLLEGE OF AGRICULTURE, PURDUE UNIVERSITY *</th>
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<tr>
<td>2006</td>
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<td>Graduate Schools</td>
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<td>Total</td>
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* Graduates include baccalaureate degree recipients.
### TABLE 3: 2009-2010 REPORTED AVERAGE STARTING SALARY SUMMARY OF FOOD, AGRICULTURE, LIFE, AND NATURAL RESOURCES GRADUATES

<table>
<thead>
<tr>
<th>Program</th>
<th>Salary</th>
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<tbody>
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<td>Agricultural and Biological Engineering</td>
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<td>Agricultural Economics</td>
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<td>Biochemistry/Botany &amp; Plant Pathology/Entomology</td>
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<td>Food Science</td>
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<td>Environmental Sciences</td>
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<td>Horticulture</td>
<td>$41,706</td>
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<td>Landscape Architecture</td>
<td>$40,622</td>
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<tr>
<td>All Programs</td>
<td>$37,683</td>
</tr>
</tbody>
</table>

1Salary information was collected from December 2009 and May 2010 undergraduates from Purdue University – College of Agriculture and the following universities: Auburn University – College of Agriculture; Clemson University – College of Agriculture, Forestry, and Life Sciences; Colorado State University – Warner College of Natural Resources and College of Agricultural Sciences; Iowa State University – College of Agriculture and Life Sciences; Michigan State University – College of Agriculture and Natural Resources; The Ohio State University – College of Food, Agricultural and Environmental Sciences; Oklahoma State University – College of Agricultural Sciences and Natural Resources; Texas A&M University – College of Agriculture and Life Sciences; University of Florida – College of Agricultural and Life Sciences; University of Illinois – College of Agricultural, Consumer and Environmental Sciences; University of Missouri – College of Agriculture; Food and Natural Resources; University of Nebraska – College of Agricultural Sciences and Natural Resources; University of Wisconsin – College of Agricultural and Life Sciences. The comprehensive report can be viewed on the Purdue Agriculture Career Services website: [http://www.ag.purdue.edu/oap/career/Documents/2010%20(Gaul)%20Regional%20Salary%20Survey.pdf](http://www.ag.purdue.edu/oap/career/Documents/2010%20(Gaul)%20Regional%20Salary%20Survey.pdf). The comprehensive report includes low to high salary ranges and organizations hiring students in the above disciplines. Salary data does not include associated compensation such as medical plans, retirement contributions, bonuses, etc.

2Many graduates go on to graduate or professional schools.

3Landscape Architecture is one major not represented in the above salary summary report because not all institutions have a Landscape Architecture program. The mean salary (4 year average) is based on graduates' self reports to the College of Agriculture Career Services and Horticulture and Landscape Architecture Department at Purdue University.
## Undergraduate Student Enrollments/Degrees Awarded

<table>
<thead>
<tr>
<th>PURDUE AG ENROLLMENTS, PROGRAMS OF STUDY</th>
<th>2001</th>
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| GRAND TOTAL                                 | 580  | 578  | 601  |

Source: Office of the Registrar
Compiled 7-22-11 - Allan D. Goecker
Chapter 7 - Office of Multicultural Programs

Mission
The mission of the Office of Multicultural Programs is to assist the College of Agriculture in reaching strategic goals to "Become more Inclusive and Diverse," by facilitating processes, programs, and policies that promote social justice and enhance cultural competence for students, faculty, staff, administrators and alumni.

Vision
Our vision is to position our College of Agriculture as a center of excellence that is nationally recognized as a higher education model for its practices, policies, and attitudes in the area of domestic diversity.

Philosophical Statement
We live in a global society that is becoming increasingly intertwined and interdependent. Demographic, cultural, technological, and economic changes are compelling us to live and work with a wide variety of people. In order to survive and thrive in this modern community means to understand that each of us as individuals is mutually connected to the other. Therefore, it is in our best interest to embrace diversity, develop cultural competencies, increase leadership capacities, and create inclusive spaces as a means of fully utilizing resource potential.

In the Office of Multicultural Programs diversity is comprehensively defined using two components: Diversity as characteristics that people possess and diversity as processes that help to build an inclusive community.

Diversity refers to the variety of backgrounds, lived experiences, and characteristics found among humankind; thus it embraces all aspects of human similarities and differences.

Diversity as process involves establishing relationships, policies, and procedures that support individuals and foster productive inclusive communities. This aspect of diversity will assist us in creating a culture that attains operational excellence while providing opportunities for individuals to reach their full potential.
### Provisions for Students
- ADVISING
- MENTORING
- STUDY TABLES (TUTORS)
- SERVICE LEARNING
- CAMPUS INVOLVEMENT
- COMMUNITY SERVICE
- LEADERSHIP TRAINING
- PROFESSIONAL EXPERIENCE

### Student Organizations
- MANRRS
- JR. MANRRS
- USDA MULTICULTURAL SCHOLARS
- 21ST CENTURY SCHOLARS
- SCIENCE BOUND
- PRE/PROFESSIONAL WOMEN IN AG
- MARC/AIM/SROP/SURF

### Collaborations
- All 11 Academic Departments in the College of Agriculture
- College of Engineering, Science and Technology (Faculty/Student Initiatives)
- Corporations: Dow Agro Science, Cargill, Tate & Lyle, Elanco
- The Office of Academic Programs for Recruitment and Retention
- Academic Boot Camp – A 5 Week Crash Course as an Introduction to College Life and to Challenging Freshman Courses. (Accepted and Enrolled Freshman)
- Diversity Action Team for Agriculture (DATA)
- Intercultural Action Team for Extension (IACE): Serves as a Clearinghouse for Extension Diversity Efforts Across the State of Indiana

---

What is MANRRS?
MANRRS is a national society that welcomes membership of people of all racial and ethnic group participation in agricultural and related sciences careers.

Mission:
“MANRRS promotes academic and professional advancement by empowering minorities in agriculture, natural resources, and related sciences.”

Membership:
Over 1200 members
70 Chapters across the nation
Present in 38 states

Student Benefits:
- Develop Professional Skills
- Gain Access to a Diverse Career Network
- Get Exposed to Top Employers
- Participate in the National Conference Activities
- Local Chapter Support
Chapter 8 - International Programs in Agriculture (IPIA)

International Programs in Agriculture (IPIA) at Purdue promotes and facilitates international activities in the College of Agriculture through collaboration with educational institutions, research agencies and outreach organizations throughout the world. These partnerships are designed to help improve agriculture, natural resources, and food systems in Indiana and participating countries, and for the enrichment of the Purdue University community. We accomplish this, in part, by:

△ Exercising Leadership in Multidisciplinary Teaching, Research and Outreach;
△ Facilitating Student and Faculty Exchanges;
△ Offering Technical Assistance and Technology Transfer, and Providing Assistance and Information to Students, Faculty, and the General Public.

IPIA staff assists with the development of international grant proposals and with faculty who wish to host short and long-term international visitors. IPIA staff also advises on arrangements for faculty and student participation in exchanges, collaborative research programs, and development assistance projects. IPIA staff assists in preparation for international travel by providing country-specific information, advice on passports and visas, university international travel forms, information about medical precautions and inoculations, and help in developing risk management plans for countries on the US State Department Warnings List, etc. IPIA staff also provides a variety of support services to international students in the College of Agriculture. IPIA is administratively responsible for the College’s interdisciplinary externally funded international projects. IPIA also cooperates with the Provost for Global Affairs, the Global Policy Research Institute and the Vice President for Research at Purdue in activities that involve collaboration with units outside the College of Agriculture and with other academic and private sector groups.

<table>
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<tr>
<th>FOR ASSISTANCE WITH QUESTIONS RELATED TO:</th>
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<tr>
<td>INTERNATIONAL DISCOVERY/ENGAGEMENT</td>
<td>Jess Lowenberg-DeBoer, Associate Dean and Director</td>
<td><a href="mailto:lowenbej@purdue.edu">lowenbej@purdue.edu</a> 765.494.6876</td>
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<td>AGRICULTURE STUDY ABROAD:</td>
<td>Linda Vallade, Study Abroad Team Leader</td>
<td><a href="mailto:valladel@purdue.edu">valladel@purdue.edu</a> 765.494.9690</td>
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<td>ASIA AND THE MIDDLE EAST</td>
<td>K. G. Raghothama (Ragu), Associate Director</td>
<td><a href="mailto:kraghoth@purdue.edu">kraghoth@purdue.edu</a> 765.496.1317</td>
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<td>AFGHANISTAN</td>
<td>Kevin McNamara, Assistant Director</td>
<td><a href="mailto:mcnamara@purdue.edu">mcnamara@purdue.edu</a> 765.494.4236</td>
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<td>INTERNATIONAL EXTENSION</td>
<td>Jim Murren, International Extension Program Coordinator</td>
<td><a href="mailto:jmurren@purdue.edu">jmurren@purdue.edu</a> 765.494.9831</td>
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<td>INTERNATIONAL TRAVEL AND LOGISTICS</td>
<td>Katy Ibrahim, Administrator</td>
<td><a href="mailto:kgi@purdue.edu">kgi@purdue.edu</a> 765.494.8462</td>
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http://ag.purdue.edu/ipia
Chapter 9 - Purdue Extension

In Indiana, Purdue University was charged with the establishment of Cooperative Extension in 1906 by an act of the General Assembly. In the early years, the primary focus was on food production using improved technology and enhanced living through Home Economics. Although these areas remain an important focus of Purdue Extension, our current programs focus on a wide array of issues facing Indiana residents.

OUR MISSION - WE TRANSFORM LIVES AND LIVELIHOODS THROUGH RESEARCH-BASED EDUCATION.

For more detailed information about Purdue Extension, please go to www.extension.purdue.edu. Also, there is an intranet site “For faculty & staff” link at the bottom of this page that provides a wide array of information about Purdue Extension.

The Research-Extension Continuum

Purdue University’s strategic theme “Discovery with Delivery” is reflected in our commitment to research that solves real-world problems and is extended to Indiana residents through Extension. Extending research-based knowledge quickly and effectively through our Extension function helps stakeholders gain capacity to succeed. The Research-Extension Continuum illustrates this tight and critically important linkage.

▲ CHUCK HIBBERD  
Dean and Director for Purdue Extension  
(765) 494-8489  
hibberd@purdue.edu

TERESA ROGERS  
Administrative Assistant  
rogerstk@purdue.edu

www.extension.purdue.edu
Purdue University’s Engagement Mission

Purdue believes in being a good neighbor. Through the Office of Engagement, the university uses its resources to address issues affecting the state's prosperity and quality of life. Areas of focus include economic development, P-12 education, community service and lifelong learning and scholarship of engagement.

We invite you to explore our Web site (http://www.purdue.edu/engagement/) to see how Purdue can be a partner with you or your organization, just as it is making a difference throughout Indiana. Wherever you are, Purdue is not far away. By working together, we can make Indiana an even more rewarding place to call home.

Note: All faculty in the College of Agriculture are encouraged to contribute to some aspects of Purdue’s Engagement mission. Some faculty are specifically engaged in Extension work that delivers research-based information using our Purdue Extension network.

Extension In Your Department

All academic departments in the College of Agriculture develop and deliver Extension programs except Biochemistry. Approximately 120 faculty and 50 Administrative/Professional staff have Extension appointments. Many Extension faculty have joint appointments with research and/or teaching.

Extension Faculty can play a very important role in your department. For example,

- Extension faculty are typically well-connected with clientele providing the department a timely assessment of critical, emerging issues. Extension faculty can help a department anticipate important issues before they emerge leading to proactive solutions and rapid delivery.
- Many extension faculty conduct research and deliver teaching that supports the departmental mission.
- Extension faculty are tasked with translating research-based information into forms that clientele can use. This adds relevance to the research outputs of the department.
- Extension faculty produce scholarly work (https://intranet.ag.purdue.edu/extension/internal/pages/extensionengagement.aspx)

Extension Coordinators represent their department in the development of programs and strategies to address important issues. The Assistant Director for Agriculture & Natural Resources programs coordinates this group.

Each department also identifies a representative to the Extension Council

Purdue Extension Leadership Team

Purdue Extension is led by a group of committed professionals focused on the development and delivery of high-impact Extension programs.

Chuck Hibberd, Director
Teresa Rogers, Administrative Assistant

ASSISTANT DIRECTORS

TBA, Extension Staff Development
Sam Cordes/Scott Hutcheson, Economic & Community Development Programs
Renee McKee, 4-H Youth Development Programs
Jim Mintert, Agriculture & Natural Resources Programs
Angie Abbott, Health & Human Sciences Programs

DISTRICT DIRECTORS

Linda Aldridge, East
Janet Allen, Southwest
Rick Chase, Central

Natalie Fowler, Southeast
Mike Manning, Northwest
Plan of Work/Accountability Coordinator, TBA
4-H Resource Development Officer, Shelly Bingle-Coffman
Ag Communications liaison, Beth Forbes
tasked with identifying important issues and opportunities to help us move our Extension mission forward. The Director of Extension leads this Council. In 2010, the Extension Council framed a document that describes the Scholarship of Extension/Engagement (http://intranet.ag.purdue.edu/extension/internal/Pages/ExtensionEngagement.aspx). This document provides guidance to help new Extension faculty document their scholarship. In addition, it guides promotion and tenure committees as they assess the scholarly accomplishments of our faculty.

Extension Across Indiana

Every Indiana county has an Extension office staffed with Extension Educators with Master’s degrees in fields of study related to the most important issues in their county or region. A total of 275 Extension Educators develop and deliver high impact Extension programming using a variety of delivery methods (face-to-face, workshops, field days, conferences, web resources, etc.). In addition, county government provides clerical support staff and operating dollars to support the Extension program.

Go to www.extension.purdue.edu and click on County Offices to learn about our robust county-based Extension system.

Budget

Purdue Extension is supported by tax dollars provided by county, state and federal budgets. The total Extension budget:

- State Funds $9,602,306
- County Appropriation $16,868,450
- Smith Lever (includes vet/HHS) $9,011,459

PCARET

Purdue CARET (Council for Agriculture Research, Extension and Teaching) is a group of over 250 private citizens committed to supporting Purdue Agriculture at local, state and federal levels. Armed with our Making a Difference reports (www.ag.purdue.edu/extension/makingadifference/) as well as their personal experiences with Purdue Agriculture, these committed volunteers help elected officials learn more about the value and impact of our work.
Transformational Extension

At Purdue Extension, we continuously challenge ourselves to provide the highest quality educational experiences we can provide. To this end, we are committed to Transformational Extension, defined as a deliberate educational program, focused on an important issue, that results in a positive change in behavior or practice on the part of the target audience.

The following guidance helps us focus on creating Transformational Extension experiences:

- Choose real issues. An Issue is an unresolved question, problem or opportunity important to the residents of Indiana (and beyond). Use focus groups, surveys, demographics or other information to help us accurately identify real issues.
- Develop educational objectives for the project using the Logic model http://www.ag.purdue.edu/extension/pdehs/Pages/default.aspx.
- Clearly identify expected outcomes, the target audience and the method(s) of delivery.
- Acquire adequate resources to deliver the project
- This includes appropriate expertise, perhaps provided by a team
- Relevant educational resources either acquired or developed specifically for the project
- Great Extension programs cost money. To some extent, our budget can help defray the cost of Extension programming. We encourage Extension professionals to pursue grants, sponsorships and/or donations. In addition, our cost recovery model encourages Extension professionals to recover all of the direct costs of Extension programming by charging appropriate participation fees.
- Market your program effectively to the target audience.
- Consider the educational objectives and the target learners by delivering your program in a learner-centered environment.
- Assess outcomes (short, medium & long-term) to determine if you accomplished your program objectives. Share your program impact with others (www.ag.purdue.edu/extension/makingadifference/).

Extension professionals using the Transformational Extension programming model greatly enhance their ability to deliver high impact, research-based Extension programs.
Issue-Based Action Teams (IBATs)

In an effort to enhance the quality and impact of our Extension programs, Issue-Based Action Teams (IBATs) were established in 2009 (http://www.ag.purdue.edu/extension/collaborations/default.aspx). IBATs are charged with developing and implementing innovative Extension education programs to respond to priority needs. To qualify as an IBAT, a team needs to:

- Clearly define an important issue using an advisory group or other information to validate the issue.
- Conduct a planning exercise resulting in a Logic Model.
- Develop new work products to support the team’s efforts. New work products could be curricula, publications, websites, blogs, etc.
- Deliver program to appropriate geography. This is a very important perspective. Traditionally, we have delivered most Extension programming county by county. We suggest that the issue should define the geography. So, if the issue is water quality in the Wabash River, the Wabash River watershed becomes the geography. If the issue is gang violence in urban schools, our metropolitan communities become the geography. Regardless, IBATs are expected to deliver their Extension programs beyond the borders of a particular county.
- Develop and implement an assessment strategy and report results. Impact reports help us determine if our project and our methods are effective. In addition, elected officials benefit from knowing the value Extension provides as they work through the legislative process.

In summary, Purdue Agriculture is committed to the development and delivery of highly effective Extension programs. In doing so, we help assure that the residents of Indiana can quickly access research-based information that enhances their lives and livelihoods.
Chapter 10. Agriculture Development Office

The Agriculture Development Office is responsible for cultivating, soliciting and stewarding charitable gifts for the College of Agriculture. Funds are solicited from alumni, friends, foundations and corporations in support of facilities, faculty and graduate and undergraduate students.

The University Development Office (UDO), which includes the Ag Development Office, is actively fundraising in support of Phase II of Purdue’s “Access & Success” campaign. Additional details on this seven year, $304 million campaign and the emphasis on student scholarships and programs support can be found at http://www.purdue.edu/success/

The University Development Office’s mission is to continuously enhance the measure of private giving to Purdue University in support of Purdue’s teaching, research, and service functions, and to develop and maintain positive relationships throughout the institution’s broad range of constituencies.

Staff Responsibilities

Eric Putman, Director of Advancement

Specific responsibilities include the Dean’s initiatives and serving the Departments of Animal Sciences, Entomology, Horticulture and Landscape Architecture, Ag and Biological Engineering, Botany and Plant Pathology and Youth Development and Agricultural Education.

Kyle Bymaster, Director of Development

Responsibilities include the Departments of Agricultural Economics, Agronomy, Biochemistry, Food Science, and Forestry and Natural Resources.

Tammy Kettler, Director of Corporate Relations, tkettler@purdue.edu

Works with all departments and development staff to advance corporate partnerships and pursue charitable giving opportunities.
Chapter 11 - Responsible Conduct of Research

Policy on Research Misconduct (VIII.3.1)

Integrity in research is an essential part of Purdue University's intellectual and social structure, and adherence to its spirit and principles must be maintained. These principles include commitment to truth, objectivity, fairness, honesty, and free inquiry.

Serious violations of integrity in research are rare. However, those that do occur strike at the very heart of scholarship and the concept of the University. Advances in scientific knowledge depend on reliable data and honestly reported conclusions. Advances in humanistic studies depend upon gathering and interpreting legitimate information in a manner which other scholars, in good faith, can judge and evaluate. Artists present portfolios and performances which reflect unique artistic statements and points of view. For the purposes of this document, the term research will be understood to include all of these and all other scholarly activities conducted at the University (including its regional campuses) or elsewhere if conducted under University auspices.

http://www.purdue.edu/policies/pages/teach_res_outreach/viii_3_1.html

Other University Policies Related to Research

▲ ANIMAL CARE

Purdue University, Office of the President, Executive Memorandum No. B-1

http://www.purdue.edu/policies/pages/teach_res_outreach/b_1.html
http://www.purdue.edu/research/vpr/compliance/animals/index.shtml

Procedures with animals will avoid or minimize discomfort, distress and pain to the animals, consistent with sound research design. The living conditions of animals will be appropriate for their species and contribute to their health and comfort. The assurance of proper housing, feeding and nonmedical care of the University laboratory animals will be the responsibility of the University Laboratory Animal Veterinarian or delegated representative trained and experienced in the proper care, handling and use of the species being maintained or studied.

▲ COPYRIGHTED MATERIALS

Purdue University, Office Of The President, Executive Memorandum No. B-53, July 10, 2000

http://www.purdue.edu/policies/pages/teach_res_outreach/b_53.html

Purdue University holds that the creation, discovery and dissemination of knowledge are central to the achievement of the University's mission. The University community shares both an interest in the protection of intellectual
property as a creator of such property and in the fair use of copyrighted works in the daily pursuit of research, teaching, learning and public service. Federal copyright law, as contained in Title 17 of the U.S. Code, protects original works of authorship and governs reproduction of these works. It is the policy of Purdue University to promote understanding of copyrights and compliance with all applicable provisions of copyright law, including exercise of the exemptions accorded to users of copyrighted works. All Purdue University faculty and staff are expected to act as responsible users of the copyrighted works of others, which includes making informed, good faith decisions that comply with copyright law.

▲ ENVIRONMENTAL HEALTH AND SAFETY

Purdue University, Office of the President, Executive Memorandum No. C-36

http://www.purdue.edu/policies/pages/facilities_lands/c_36.html

University faculty, staff, and students are required to comply with environmental, health, and safety laws and regulations issued by federal, state, and local agencies, including: the Occupational Safety and Health Administration, Nuclear Regulatory Commission, Environmental Protection Agency, Department of Transportation, Indiana State Department of Health, and others. Faculty, staff, and students must also comply with related University policies, procedures, and instructions.

▲ HUMAN SUBJECTS

Purdue University, Office of the President, Executive Memorandum No. B-45

http://www.purdue.edu/policies/pages/teach_res_outreach/b_45.html
http://www.irb.purdue.edu/

Purdue University and the Purdue Research Foundation policies with regard to the use of human research subjects require a review to safeguard the rights and welfare of such subjects. In order to insure adequate safeguards, group reviews and decisions must be carried out in reference to (1) the rights and welfare of the individuals involved, (2) the appropriateness of the methods used to obtain informed consent, and (3) the risks and potential benefits of the proposed activity. The establishment of appropriate policies and procedures, including group reviews and decisions, is the responsibility of the University Committee on the Use of Human Research Subjects, and such policies and procedures that are established shall be applicable to all research operations conducted at Purdue University or any of its facilities or conducted under the auspices of the University or its staff.

▲ INTELLECTUAL PROPERTY

Purdue University, Office of the President, Policy VIII.4.1

http://www.purdue.edu/policies/pages/teach_res_outreach/viii.4.1.htm

Inventions, copyrightable works and other creative products of scholarship that have the potential to benefit the public through practical application may result from the activities of Purdue University personnel in the course of their duties or through the use, by any person, of university resources such as facilities, equipment, or funds. The University reserves the sole right to make agreements with sponsoring organizations and to include therein such provisions regarding the ownership and disposition of rights in Intellectual Property as it deems to be in the interest of the University and the public. http://www.prf.org/otc/policies.asp. For questions about intellectual property, contact the Associate Director of ARP at 49-48370 or OTC at 49-67712.
OUTSIDE ACTIVITIES & CONFLICTS OF INTEREST

Purdue University, Office of the President, Executive Memorandum C-1

Purdue University, Office of the President, Executive Memorandum C-39

Participation by faculty and staff in activities outside one’s normal University duties must be approved in advance. If the activity constitutes a possible conflict of interest, this must also be disclosed at the same time. Faculty apply for approval to engage in outside activities and disclose potential conflicts using a Forms 32-A and/or C-1 and 35, which can be obtained from your department's business office. Form 32-As and C-1s must be approved by the department head and associate Dean before being sent on for approval to the President’s office.

RECOMBINANT DNA

Purdue University, Office of the Vice President for Research, Institutional Biosafety Committee (IBC)
http://www.purdue.edu/research/vpr/rschadmin/rschosoversight/rdna/index.shtml

Recombinant DNA (rDNA) activities conducted by Purdue University investigators or by others at Purdue University facilities are subject to the National Institutes of Health (NIH) "Guidelines for Research Involving Recombinant DNA Molecules" regardless of the source of funds that support the activities.

IBC license number: 04-005-07
Chapter 12 - Discovery Park

One of the assets at Purdue that we hope will be useful for your research program is Discovery Park. This infrastructure of facilities, equipment, and people supports large-scale, interdisciplinary research and includes faculty from every academic college. Discovery Park’s infrastructure provides opportunities to get connected with existing research team activities and a mechanism to create interdisciplinary research teams for new proposals. Additionally, Discovery Park is closely connected to the Purdue Research Park and offers support if you have questions about commercialization of your research.

We hope that you will browse our webpage at: www.purdue.edu/dp or please feel free to contact Dr. Candiss Vibbert, Assoc. Director for Discovery Park Engagement. She would be happy to answer your questions and get you connected with faculty and staff in areas related to your interests. We would also be happy to arrange a tour for you of any of the facilities.

Discovery Park, the site of large-scale interdisciplinary research and innovation, builds on Purdue’s strengths in agriculture, science, technology, engineering, and mathematics.

Discovery Park Centers

▲ BINDLEY BIOSCIENCE CENTER
▲ BIRCK NANOTECHNOLOGY CENTER
▲ CENTER FOR THE ENVIRONMENT
▲ PURDUE CLIMATE CHANGE RESEARCH CENTER
▲ CYBER CENTER
▲ CENTER FOR DIRECT CATALYTIC CONVERSION OF BIOMASS TO BIOFUELS (C3BIO)
▲ BURTON D. MORGAN CENTER FOR ENTREPRENEURSHIP
▲ ENERGY CENTER
▲ GLOBAL SUSTAINABILITY INSTITUTE

▲ CANDISS VIBBERT
Associate Director of Discovery Park Engagement
Assoc. Vice Provost for Engagement
Assoc. Director for Purdue Research Park Engagement
765-494-9404
vibbert@purdue.edu
www.purdue.edu/dp
Interdependent Centers of Discovery with Delivery

**Addressing Grand Challenges**
- Sustainability
- Cyberinfrastructure Learning
- Life Sciences & Healthcare

**Attracting Global Collaborations**
- Crises training & visualization
- Global nanotechnology simulations/modeling
- Nanomedicine
- Global partnerships

**Advancing the Economy**
- Entrepreneurial graduates
- Faculty innovations
- New company recruitment & innovation

**Transforming Education and Educational Policy**
- Access
- Relevance
- Delivery
- Engagement

*Discovery Park* harnesses Purdue University’s world-class research capabilities to tackle global challenges and respond to the local, state, national and global environment. Research teams work at the frontiers of new science and technology, fostering interdisciplinary research in healthcare, nanotechnology, alternative energy, homeland security, life sciences, entrepreneurship, cyberinfrastructure, cancer treatment, the environment and innovative learning.

**Opportunities**

- **For Students**: Entrepreneurial courses and international programs; interdisciplinary research; access to start-up companies; internship and career possibilities

- **For Faculty**: Interdisciplinary research teams; scientific support to obtain and administer grants; cutting-edge facilities; entrepreneurial training and access to investors

- **For External Partners**: World-class research facilities and faculty expertise on materials, processes and products; talented students for internships and jobs; links to K-12 programs; entrepreneurial partnerships through Purdue Research Park

*Discovery Park* • www.purdue.edu/dp • dp@purdue.edu
Chapter 13 - Office of Technology Commercialization (OTC)

The Office of Technology Commercialization (OTC) operates one of the most comprehensive technology transfer programs among leading research universities in the United States.

Services provided by OTC support the technological and economic development initiatives of Purdue University faculty and researchers while providing entrepreneurial scholarship opportunities for Purdue students. OTC is solely responsible for protecting and licensing Purdue’s intellectual property assets including patents, copyrights, trademarks and tangible research property. The OTC professional staff work closely with Purdue faculty, staff and student innovators to provide critical resources needed to shepherd an innovation from the lab to realization. OTC endeavors to perform its functions efficiently, effectively and to the maximum benefit of the Purdue community, the State of Indiana and the Nation.

Moving an Idea to the Market

The work of Purdue faculty, staff and students often leads to new ideas, discoveries or improvements to existing solutions. In order to realize the potential impact of those ideas, these innovators disclose the innovation to the OTC, providing a sufficient description of the innovation and all relevant supporting empirical data, results and other material information. Once an Invention Record and Disclosure Form (IRD) is received by OTC, a professional project manager performs an assessment on the following basis:

- Protectable Under Applicable Intellectual Property Law
- Public Disclosures
- Novelty And Originality
- Relationship To Existing Commercial Products/Services, If Any
- Stage of Development
- Current Market Potential

In its assessment and consultation with both the innovators and legal counsel, OTC also identifies inventorship, ownership and other legal encumbrances to chart a legal landscape for the innovation. For example, joint ownership may result from a co-inventor being employed by a non-Purdue organization, or under provisions of an applicable sponsored research agreement. The results of these assessments enable OTC to develop a commercialization strategy tailored to the relevant innovation.

CONTACT INFORMATION

- ELIZABETH HART-WELLS  
eahart-wells@prf.org
- Located within the Purdue Research Park of West Lafayette, is part of the Purdue Research Foundation and is, one of four such Business Incubator Facilities across Indiana.  
  http://www.purdueresearchpark.com/
- URL  
  http://www.prf.org/otc/index.asp
Once a decision has been made that patent rights are desired or necessary for successful commercialization, Purdue Research Foundation covers the costs of preparing and filing the patent application. For example, OTC may file a U.S. provisional patent application to increase the potential time frame for development. This step constitutes only the first of many necessary to commercialize an innovation. Potential commercial applications must be understood and articulated to provide for a commercialization strategy tailored to the specific innovation.

**IP Strategy, Business Development and Licensing**

Not all innovations require a patent for commercialization. However, if the commercialization strategy provides that patent rights will increase the commercial viability of a patentable invention, Purdue Research Foundation advances the costs of preparing and filing the patent application. OTC works with the innovators to identify and target appropriate and committed development partners and, once engaged, negotiates a business and legal contract (a license) to enable the development partner to bring the innovation to market.

In fiscal year 2010, OTC reported 257 invention disclosures, 99 deals finalized, 52 issued U.S patents, the formation of 11 start-up companies founded on Purdue University innovations, and gross royalty income at $3.93 million USD.

**Funding Mechanisms Provided by PRF and OTC**

The path from discovery to delivery poses many challenges, not the least of which is the need for well-timed investments in development as innovations advance toward successful commercialization. In an effort to supply Purdue innovators and Purdue Research Park companies with stage-appropriate capital, the Purdue Research Foundation has established specific funding opportunities.

*Trask Innovation Fund*

Established in 1974 by a gift from Verne A. and Ramouth H. Trask, the Trask Innovation Fund offers a development mechanism to assist Purdue University innovators with resources to advance his/her innovation by increasing the commercial value. The strict objective is to support short-term translational projects that enhance commercial value while reducing the risk profile of commercializing the innovation.

▲ For a detailed guide to OTC Processes and Procedures Download their Booklet, Technology Transfer at Purdue University at: [http://www.prf.org/otc/processes.asp](http://www.prf.org/otc/processes.asp)

All applications are competitively reviewed and selected by an advisory council that consists of business executives, Purdue and PRF leadership, and experienced faculty innovators. The review includes evaluation of the technical merits, market needs, and the reasonableness of the proposed project adding value to the commercial viability. All proposed work must be completed in six months from date of award. Allocated funds must be repaid, in full, from any revenue received by OTC for the funded innovation. Indirect costs and/or F&A are not paid by or recovered for the Trask Innovation Fund.

Emerging Innovations Fund (EIF)

In 2008, Purdue Research Foundation introduced the Emerging Innovations Fund, an integrated approach to research, development and commercialization. The Emerging Innovations Fund offers a mechanism to provide financial resources to new ventures founded on Purdue-owned intellectual property and to eligible Purdue Research Park-based companies. Investments aim to fill a critical funding gap in the nascent stages of new venture development. Eligible applicants may apply for funding up to a maximum of $150,000 in exchange for convertible debt.

The EIF portfolio companies include:


BioScience Vaccine, Inc. [www.biosciencevaccines.com](http://www.biosciencevaccines.com)

P3 Alliance

In 2009, the Purdue Research Foundation originated the P3 Alliance: Purdue, People, Performance. The P3 Alliance facilitates introduction of pre-screened angel investors to new ventures founded on Purdue-owned intellectual property and to Purdue Research Park-based companies statewide. Applicable companies seeking equity investment are featured through an online portal as well as through live presentations before the P3 Alliance participants. Due diligence and negotiations are the sole responsibility of the prospective investor. Investments normally range from $25,000 to $250,000.
Chapter 14 - Constitution of the Agriculture Faculty

Revised - May 2007 -
The College of Agriculture is committed to the University's vision of preeminence in its missions of discovery, learning, and engagement.

Article I. Composition and Administration

A. Composition of the Agricultural Faculty. All employees with the rank of at least assistant professor and those having the rank of instructor for at least two years shall be eligible to vote on all Agricultural Faculty matters. Included are those individuals appointed as an Adjunct Faculty (as defined in Executive Memorandum C-12, 25 August 1987) or a Clinical Faculty member. Research Faculty members may vote on all items, excepting curricular matters. Associate and Affiliate administrative or professional appointees are specifically excluded.

B. Chief Administrative Officer. The chief administrative officer of the Agricultural Faculty is the Dean of Agriculture.

C. Instructional Department. An Instructional Department as used in this document is defined in the University Academic Procedures Manual, Section K-1.

Article II. Powers of the Agricultural Faculty

A. The Faculty of Agriculture shall have jurisdiction, consistent with University policy, of specific internal affairs, and shall discuss and make recommendations regarding all matters affecting its responsibilities in teaching, research, and extension. Specifically the Agricultural Faculty shall:
   1. Establish course content, curricula, requirements, and certification for graduation.
   2. Advise the Dean in matters of educational policy and long-term planning that affect the responsibilities of the Agricultural Faculty.
   3. Advise the Dean and others on matters that concern Agricultural Faculty and student welfare.

Article III. Meetings of the Agricultural Faculty

A. The powers of the Agricultural Faculty shall be exercised at open meetings of the entire Agricultural Faculty, convened after proper written notification. The presiding officer shall be the Dean or his or her designee. The Dean shall appoint a Secretary of the Agricultural Faculty who shall keep the minutes of all meetings and a Parliamentarian who shall rule on all questions of procedure.
   1. Regular meetings shall be called at least once during each of the fall and spring semesters of the University calendar, at times set by the Agenda and Policy Committee. At least one week prior to the announced date of the meeting, the Agenda and Policy Committee shall distribute an announcement and agenda for the meeting to each voting member.
   2. Fifteen percent of the Agricultural Faculty shall constitute a quorum at an Agricultural Faculty meeting. No meeting shall be held in the absence of a quorum.
   3. Decisions of the Agricultural Faculty shall be reached by a simple majority of the Agricultural Faculty attending any called meeting.
      a. Voting will be by secret ballot if requested by any Agricultural Faculty member present.
Article IV. Committees of the Faculty of Agriculture

A. The committees of this Agricultural Faculty include the following: Area Promotions Committee, Standing Committees of the Agricultural Faculty, Ad Hoc Committees of the Agricultural Faculty, Administrative Committees. The Dean shall distribute annually to all Agricultural Faculty members a list giving the membership of all committees of these types.

1. Area Promotions Committee. This committee shall receive and act upon the recommendations of the primary committees in Agriculture in the regular promotions procedure of the University. Membership of this committee shall include the Dean of Agriculture who shall be Chairperson and call meetings, the Director of Academic Programs, the Director of the Cooperative Extension Service, the Director of Agricultural Research Programs, the Director of International Programs in Agriculture, Department Heads and Agricultural Faculty Representatives (as described hereafter in Article IV) of the departments which normally generate promotions. A quorum of this committee shall consist of seven-eighths of its membership with at least one-third of those present being Agricultural Faculty representatives. Absentee ballots shall not be permitted. This committee will carry out its functions in agreement with the "Policy Concerning Promotions," page N-73, Academic Procedure Manual.

   a. Eligibility to serve as an Agricultural Faculty representative of this committee shall be limited to tenured Full Professors in Agriculture who do not have major administrative responsibilities.

   b. The Agricultural Faculty of each department shall elect one eligible Agricultural Faculty representative to the committee according to the following procedures.

      i. Candidates shall be nominated at an open meeting of the Agricultural Faculty of the department.

      ii. Each nominee must express willingness to serve if elected.

      iii. Elections shall be by written ballot in which all members of the Agricultural Faculty (as defined in Article I, A) in residence of a department have an opportunity to vote.

      iv. To be elected, a candidate must receive a majority of ballots cast.

      v. Elections shall be concluded before July 1 of the year in which the term of service on the committee begins.
c. The regular term of service for Agricultural Faculty representatives shall be three years, with approximately one-third of the apportionment elected each year according to a rotation schedule among the departments. The Agenda and Policy Committee shall be empowered to establish details of the rotation schedule and to make adjustments in this schedule if necessitated by a change in the number of departments. Each regular term of service shall begin July 1. There shall be no restrictions on consecutive terms of service.

d. An Agricultural Faculty representative who is unable to complete the term of service or who is unable to participate in the affairs of the Area Promotions Committee shall be replaced by the department represented. Procedures for filling such unexpired terms or temporary vacancies on the Committee shall be the same as for the election to a full term, except for the time of election.

2. **Standing Committees of the Agricultural Faculty.** Such committees shall deal with policy or action matters of continuing concern to the Agricultural Faculty. They shall be established or terminated only under the provisions of the constitution.

a. Terms of membership on all Standing Committees shall commence one month prior to the last official day of the spring semester unless otherwise specified. Before the last official day of the spring semester, the newly elected chairperson shall provide the Secretary of the Agricultural Faculty with a list of the officers of his or her committee. Members of Standing Committees shall be elected prior to March 1 in an open meeting of each department unless otherwise specifically stated. No department head shall be elected to serve.

b. Unless otherwise specifically stated, terms of membership shall be three years for elected members, with one-third of the members newly elected each year. Unless otherwise stated no member shall be eligible for immediate re-election after completion of a full-term.

c. Excepting the Grade Appeals Committee, a Chairperson shall be elected annually in a meeting held no later than the last official day of the spring semester or May 1, whichever is earlier, by majority vote of the newly elected and continuing voting members. The organizational meeting shall be called and chaired by the retiring Chairperson.

d. Each committee has the responsibility for organizing itself, establishing a frequency for conducting business commensurate with achieving stated or perceived objectives in each area.

e. At least once each academic year, committee Chairpersons shall review with committee members those sections of the constitution and/or Academic Procedure Manual that apply to the activities of that committee.

f. Each committee may appoint such sub-committees as it deems necessary.

g. Each Standing Committee shall submit annually a written report to the Agricultural Faculty.

i. **Agenda and Policy Committee.** The functions of this committee shall be to maintain liaison between the administrative officials of Agriculture and the Agricultural Faculty, and to guide the Agricultural Faculty in the efficient exercise of its powers.

A. Schedule, announce, and prepare the agenda for Agricultural Faculty meetings in cooperation with the Dean.

B. Identify problems and counsel the Dean on policy matters of concern to the Agricultural Faculty.

C. Provide for periodic reports to the Agricultural Faculty from the Dean and the major administrative officers in the areas of teaching, research, and extension.

D. Act as a committee on committees: conduct the election of Senate representatives from Agriculture and coordinate the activities of other standing committees of the Agricultural Faculty.

E. The membership of the Agenda and Policy Committee shall consist of a voting representative from each Instructional Department and the Chairperson of the Senate representatives from Agriculture. The Dean, or his or her designee, and the Secretary of the Agricultural Faculty shall serve as non-voting members of the committee.
ii. **Curriculum and Student Relations Committee.** The functions of this committee shall be to coordinate and evaluate on a continuing basis the course work, curricula, and teaching offered by the Instructional Departments of the College of Agriculture, to examine and make recommendations to the assembled Agricultural Faculty on proposed changes in course work, curricula, and degree requirements, and to ensure prompt attention to educational problems of students.

   A. Membership of this committee shall be one representative from each Instructional Department. *Pro-tempore* members may be appointed by the Dean to give recognition to interdisciplinary and other programs. The Director of Academic Programs, or his or her designee, and the Associate Director of Academic Programs shall serve as *ex officio* members. The undergraduate Agricultural Council shall select to serve as a non-voting member of this committee one undergraduate student from a pool consisting of one student nominated by the department head from each instructional department. One graduate student will serve as a non-voting member. The Secretary of the Faculty shall randomly select one graduate student from a pool of graduate students consisting of one student nominated by the department head from each instructional department.

iii. **Grade Appeals Committee.** The function of this committee is to provide recourse to a student who believes that an inappropriate grade has been assigned as a result of prejudice, caprice, or other improper conditions such as mechanical error, or assignment of a grade inconsistent with those assigned other students. Additionally, a student may challenge the reduction of a grade assigned for his/her alleged dishonesty.

   A. This committee shall consist of three members of the instructional Agricultural Faculty; two students, undergraduate or graduate, corresponding to the status of the appellant; and a non-voting Chairperson. The Chairperson will be an Assistant or Associate Dean appointed by the Dean.

   1. Faculty membership of this committee shall be randomly selected by the Chairperson of the Agenda and Policy Committee from a pool consisting of one Agricultural Faculty member elected annually from each Instructional Department. Three members will be selected as regular members and all others in the pool shall serve as alternate members. No member shall serve more than two consecutive terms.

   2. Student membership shall consist of two undergraduate students and two graduate students. In addition there will be nine alternates from each category selected to be used as necessary. Undergraduate regular and alternate members shall be selected annually by the undergraduate Agricultural Council from a pool of undergraduate students consisting of one student nominated by the Department Head from each Instructional Department. Before the last official day of the spring semester, the presiding officer of the Agricultural Council shall provide the Secretary of the Agricultural Faculty with a list of the regular and alternate undergraduate students selected for the Grade Appeals Committee.

Graduate student regular members shall be selected in a random fashion from a pool of students from each instructional department. Annually graduate students from each instructional department shall
elect one graduate student from their instructional department to serve in the pool for a one-year period. Before the last official day of the spring semester, the Secretary of the Agricultural Faculty in consultation with the Chairman of the Agenda and Policy Committee shall randomly select two graduate students from the pool and convey their names to the Chairperson of the Grade Appeals Committee. The remaining graduate students in the pool shall be considered alternate members of the committee to serve as necessary.

B. The college Grade Appeals Committee shall conduct business as prescribed in the University Regulations bulletin.

iv. **Grievance Hearing Committee.** The function of this committee is to provide a means of fairly considering and acting upon complaints of all academic personnel including faculty, instructors, post-doctoral residents, post-doctoral research assistants and associates, graduate assistants in research, and graduate instructors in research in their roles as academic employees of the University, but not in their roles as students.

A. Membership of this committee shall consist of 30 individuals selected at random from the Agricultural Faculty who are in tenure-track positions. The committee shall consist of at least one-third professors and at least two-thirds tenured faculty members. Selection shall take place prior to March 1 by procedures designed by the Secretary of the Agricultural Faculty and approved by the Agenda and Policy Committee. No Agricultural Faculty member selected to serve shall hold the position of president, vice-president, dean, associate dean, assistant dean, director, associate director, assistant director, department head, associate department head, assistant department head or act in any of the above capacities.

1. Each member shall serve a two-year term; however, to ensure continuity, fifteen members shall be newly selected each year.

2. The Grievance Hearing Committee Chairperson shall be a tenured full professor. The chairperson shall be elected annually in a meeting held no later than the last official day of the spring semester or May 1, whichever is earlier, by a majority vote of the newly selected and continuing members. The organizational meeting shall be called and chaired by the retiring chairperson to elect a new chairperson and to review the committee's charge and operating procedures. Upon the election of a chairperson, this information will be transmitted to the Secretary of the Agricultural Faculty who shall inform the Secretary of University Faculties and the Executive Vice-President for Academic Affairs.

B. The process for resolving grievances for academic personnel of the College of Agriculture shall be conducted in accordance with Executive Memorandum C-19 (revised), 31 Oct. 1997.

3. **Ad Hoc Committees of the Agricultural Faculty.** Such committees shall deal with policy or action matters not delegated to an established standing committee and unlikely to require continuing attention. Such committees shall be established by the Dean or by vote of the Agricultural Faculty. Unless otherwise provided, such committees shall function by the following rules:
   a. Size, membership, and leadership of these committees shall be determined by the Dean, in consultation with the Agenda and Policy Committee.
   b. Such committees shall make a written report and final recommendations to the Agricultural Faculty.
   c. Membership shall extend for the duration of the committee, and the committee shall be disbanded upon acceptance of its report.
4. **Administrative Committees Upon Which Agricultural Faculty Members Serve.** Such committees shall deal with regular tasks of administering the established responsibilities of the subdivisions within Agriculture. Proposals for major changes in activities or policies stemming from these committees will be reported to the Agricultural Faculty. Except when otherwise provided, these committees shall be established by the Dean after consultation with appropriate major administrative assistants to determine the need, membership, terms of service, leadership, and reporting requirements.

### Article V. Representation to the University Senate

A. **Responsibilities.** The senators from Agriculture shall be responsible for regular participation in the activities of the University Senate, for communicating to the Faculty of Agriculture and its subdivisions the direction of senate actions and deliberations, and for transmitting viewpoints and discussions of their Agricultural Faculty to the University Senate.

B. **Election Procedure.**

1. The Agricultural Faculty shall elect the number of senators apportioned to Agriculture. Terms of office shall be three years, with approximately one-third of the apportionment elected each year prior to March 1.

2. Each Instructional Department shall have at least one, but no more than two, Agricultural Faculty serving as senators.

3. Each department shall elect one Agricultural Faculty member (as defined in Article I, A) to serve as its senator according to the following procedures:
   a. Candidates must be nominated at an open meeting of the department.
   b. Nominees must state their willingness to serve after reviewing Senate rules of operation and attendance.
   c. Elections shall be by secret ballot in which all members of the Agricultural Faculty in residence of a department have an opportunity to vote.
   d. To be elected, a candidate must receive a majority of ballots cast.

4. In addition to the senators elected as departmental representatives, senators-at-large shall be elected and so designated by the Agricultural Faculty to fill the remaining number of senate vacancies assigned to Agriculture.

   1. Each department eligible to elect a senator may submit only one nominee for senator-at-large. Such nominees will be selected by the departments in a manner identical to regular senators. Nominees will be forwarded to the Secretary of the Agricultural Faculty.

   2. Election of senators-at-large shall be by mail ballot of the entire Agricultural Faculty. Ballots shall contain names of all candidates in random order. Each Agricultural Faculty member may cast votes equal to but not to exceed the number of senate vacancies to be filled. That number of candidates receiving the most votes shall be elected.

   3. The number of votes cast for each candidate shall be filed with the Dean.

   5. Immediately following each annual election, all senators from Agriculture shall meet at the call of the Dean and elect a Chairperson. The Chairperson shall act as a spokesman for the delegation and shall serve on the Agenda and Policy Committee.

   6. Senators unable to complete their terms or unable to attend senate meetings for periods of one regular semester or more shall be replaced. Replacement for shorter periods of absence shall be at the option of the senator in question or the department represented. In either case, the replacement of a senator shall be for the duration of the unexpired term. Senators who are aware of the forthcoming need for their replacement should notify the Chairperson of the Agenda and Policy Committee.

   0. To replace senators elected under B,3 above, the department represented shall elect a replacement (according to the procedures of B,3) upon request by the Chairperson of the Agenda and Policy Committee.
1. Senators-at-large shall be replaced by the Agenda and Policy Committee from the most recent list of candidates filed under Article V, B,4, above. Candidates not previously elected shall be considered alternates, in the order of votes received. Should a second replacement be required, or should the first alternate be unavailable, the second alternate would be selected, etc.

**Article VI. Amendments to the Constitution**

A. **Initiation of Amendments.** An amendment to this constitution may be initiated by two-thirds vote of the Agenda and Policy Committee, or by written petition signed by ten members of the Faculty of Agriculture to the Agenda and Policy Committee.

B. **Ratification.** Any properly initiated amendment petition shall be placed on the agenda of the next regular or special meeting of the Agricultural Faculty for discussion. At such a meeting, any proposed amendment may be further amended by a two-thirds vote of those in attendance. Thereafter it shall be submitted to a mail ballot of the entire Agricultural Faculty, in which a favorable vote by a majority of those voting shall be necessary for ratification.

**Article VII. Review of the Constitution**

A. The Constitution shall be reviewed by the Agenda and Policy Committee every five years. Any changes resulting from such review shall follow the conditions of Article VI.
# Chapter 15- Agricultural Faculty 2011-2012 Committees

## July 22, 2011

## University Senate Representatives

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<tr>
<th>NAME</th>
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## Agricultural Faculty Committees

### Area Promotions Committee

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<td>Jay T. Akridge *</td>
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* Denotes Chairperson or Convener
### Agenda and Policy Committee

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<tr>
<td>Allan D. Goecker</td>
<td>Agricultural Faculty Secretary</td>
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### Curriculum and Student Relations Committee

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J. Marcos Fernandez  Academic Programs
Allan D. Goecker  Academic Programs
Jay G. Fiechter  Undergraduate Student
Samantha S. Shoaf  Graduate Student

Grade Appeals Committee

Faculty
NAME  DEPARTMENT
Gary W. Krutz  Agricultural and Biological Engineering
Patrick S. Ward  Agricultural Economics
Torbert R. Rocheford  Agronomy
Dale M. Forsyth  Animal Sciences
Xiaoqi Liu  Biochemistry
Raymond D. Martyn  Botany and Plant Pathology
Larry L. Murdock  Entomology
Andrea M. Liceaga  Food Science
Michael A. Jenkins  Forestry and Natural Resources
Cary A. Mitchell  Horticulture and Landscape Architecture
Matthew J. Kararo  Youth Development and Agricultural Education
J. Marcos Fernandez *  Academic Programs

Undergraduate Students
NAME
Ann M. Bechman
Allison O. Reith

Emilie L. Kuhn  1st Alternate
Scott A. Peters  2nd Alternate
Zoe C. Higginbottom  3rd Alternate
Randall T. Knapik  4th Alternate
Amanda M. Brock  5th Alternate
<table>
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**Graduate Students**

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<td>Prashant Hosmani</td>
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<td>Jared M. Roskamp</td>
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### Administrative Committees - Faculty Representatives

**College of Agriculture Awards Committee**

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<tr>
<td>William E. Field</td>
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<td>Timothy P. Kerr</td>
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### Undergraduate Students

**Benjamin F. Daily**  | Agricultural and Biological Engineering  
**Renee D. Foltz**    | Agricultural Economics                           
**Donald J. Graper**  | Agronomy                                          
**Andrea N. Brennan** | Animal Sciences                                   
**Dahlia Shvets**     | Biochemistry                                      
**Nicholas E. Goldsmith** | Botany and Plant Pathology                        
**Tyler J. Stewart**  | Entomology                                        
**Kevin P. Na**       | Food Science                                      
**Randall T. Knapik** | Forestry and Natural Resources                    
**Shalyse I. Tindell**| Horticulture and Landscape Architecture            
**Ian E. Champ**      | Natural Resources and Environmental Science        
**Lisa M. Schluttenhofer** | Youth Development and Agricultural Education |
## Diversity Action Team in Agriculture

<table>
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<td>Pamala V. Morris *</td>
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## Graduate Council in Agriculture

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### Honors Committee

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### Instructional Innovation Committee

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# Leadership Development Certificate Program Committee

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<td>Tracie M. Egger *</td>
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# Library Committee

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### Undergraduate Readmissions Committee

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### Undergraduate Recruitment and Retention Committee

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Chapter 16 - Helpful Sites for New Faculty

Blackboard/Vista

http://www.itap.purdue.edu/tlt/blackboard/index.cfm

Center for Instructional Excellence http://www.purdue.edu/cie/

According to the website... “The Center for Instructional Excellence (CIE) promotes instructional excellence at Purdue University by serving as a catalyst to advocate, develop, and implement continuous improvement in teaching and learning. Guided by the Teaching Academy, and in cooperation with its strategic partners, CIE: provides opportunities for development of faculty, graduate teaching assistants, and teaching staff; serves as a central point of information about teaching and learning; and promotes the scholarship of teaching and learning at Purdue University.”

ITaP Teaching and Learning Services

http://www.itap.purdue.edu/tlt/services.cfm

Information Technologies at Purdue (ITaP) Teaching & Learning Services has numerous technology and computer related services under the following broad categories: Computer Lab Services; Classroom Services; Departmental Computer Labs; Online Instructional Systems; Instructional Support Services; and Centrally Licensed Client Software.

Faculty and Staff Handbook

http://www.purdue.edu/faculty_staff_handbook/

The Purdue Faculty & Staff Online Handbook has links leading to detailed information on: Facilities & Services; Policies & Procedures; and Recreational Opportunities.
Course Syllabus Template

Course Number and Title
Instructor's Name
Office: Office Location
Phone: Phone Number
Email: Email Address
Office Hours: Time and Location
Instructor's Web page

Teaching Assistant's Name
Office: Office Location
Phone: Phone Number
Email: Email Address
Office Hours: Time and Location

Course Description

Course Information
Semester, Year
Meeting Day(s), Time(s)
Class Location
Course Web Page

Include a clear description of the course and any extra fees associated with the course. Include the official university description. Connect course themes and topics to the discipline. Explain the relevance of the content and the course.

Prerequisites (if needed)
List any pre-requisite skills needed or courses students must take before enrolling in this course.

Course Goals
List course goals (typically 4-6). Goals are broad, overall statements of what students will learn by the end of the course.

Learning Objectives
List course objectives that state specifically what students will be able to do by the end of the course and how well they need to do it. Objectives should be written with action verbs and should be easily measurable.

Course Requirements
Identify the assignments students need to complete as part of the course. Include the date assignments are due and the number of points each assignment is worth.

Required Texts
List any required texts and additional materials needed. Use a full citation and state where the texts/materials can be purchased. List any optional texts if used. List alternate ways the students can access the text(s) (e.g., Purdue library, online)

Policies

General Course Policies
Indicate your policy for (1) addressing students questions via emails, (2) students arriving late/leaving early, (3) use of cell phones/computers in class, (4) technology issues, (5) class participation/preparedness.
Grading
Indicate the numerical ranges for each letter grade. A statement from you as to what it takes to earn a good grade in the course is encouraged.

Academic Dishonesty
You need to write your personal policy on academic dishonesty for your course. You may also want to include the University policy for academic dishonesty (below):

*Purdue prohibits “dishonesty in connection with any University activity. Cheating, plagiarism, or knowingly furnishing false information to the University are examples of dishonesty.” [Part 5, Section 11/1-8-2-a, University Regulations]* Furthermore, the University Senate has stipulated that “the commitment of acts of cheating, lying, and deceit in any of their diverse forms (such as the use of substitutes for taking examinations, the use of illegal cribs, plagiarism, and copying during examinations) is dishonest and must not be tolerated. Moreover, knowingly to aid and abet, directly or indirectly, other parties in committing dishonest acts is in itself dishonest.” [University Senate Document 72-18, December 15, 1972]

You may want to refer students to Purdue's student guide for academic integrity (http://www.purdue.edu/odos/aboutodos/academicintegrity.php)

Attendance
You need to write your personal policy for students missing class and the consequences. Address what the student should do if a class is missed. You may also want to include the University policy for attendance (below):

*Students are expected to be present for every meeting of the classes in which they are enrolled. Only the instructor can excuse a student from a course requirement or responsibility. When conflicts or absences can be anticipated, such as for many University sponsored activities and religious observations, the student should inform the instructor of the situation as far in advance as possible … For unanticipated or emergency absences when advance notification to an instructor is not possible, the student should contact the instructor as soon as possible by email, or by contacting the main office that offers the course. When the student is unable to make direct contact with the instructor and is unable to leave word with the instructor's department because of circumstances beyond the student's control, and in cases of bereavement, the student or the student's representative should contact the Office of the Dean of Students, CIE 2010*

The link to the complete policy and implications can be found at http://www.purdue.edu/odos/services/classabsence.php

Grief Absence Policy for Students
Below is the University's Grief Absence Policy for Students

Purdue University recognizes that a time of bereavement is very difficult for a student. The University therefore provides the following rights to students facing the loss of a family member through the Grief Absence Policy for Students (GAPS). GAPS Policy:

Students will be excused for funeral leave and given the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for misses assignments or assessments in the event of the death of a member of the student's family.

Missed or Late Work
Include your policy on late or missed assignments (e.g., homework, labs, exams). Define clear expectations and consequences. Also include your policy on making-up missed assignments (e.g., homework, tests, labs).
Violent Behavior Policy
Below is Purdue's policy prohibiting violent behavior. See the following website for additional information:
http://www.purdue.edu/policies/pages/facilities/studentbehavior/policy_2_3.shtml

Purdue University is committed to providing a safe and secure campus environment for members of the university community. Purdue strives to create an educational environment for students and a work environment for employees that promote educational and career goals. Violent Behavior impedes such goals. Therefore, Violent Behavior is prohibited in or on any University Facility or while participating in any university activity.

Students with Disabilities
Below is Purdue's policy for supporting students with disabilities. Purdue University is required to respond to the needs of the students with disabilities as outlined in both the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 through the provision of auxiliary aids and services that allow a student with a disability to fully access and participate in the programs, services, and activities at Purdue University. Add your personal timeline and procedure for being notified by a student (sample below). If you have a disability that requires special academic accommodation, please make an appointment to speak with me within the first three (3) weeks of the semester in order CIE 2010 to discuss any adjustments. It is important that we talk about this at the beginning of the semester. It is the student's responsibility to notify the Disability Resource Center of an impairment/condition that may require accommodations and/or classroom modifications.

Emergencies
Add your personal policy for health emergencies and other emergencies. Define procedures for communicating with the students and submitting assignments. Below is Purdue's policy for addressing such emergencies. In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor's control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructors or TAs via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

Nondiscrimination
Below is Purdue's policy for nondiscrimination. Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. Purdue University prohibits discrimination against any member of the University community on the basis of race, religion, color, sex, age, national origin or ancestry, marital status, parental status, sexual orientation, disability, or status as a veteran.

The University will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders and in conformance with the procedures and limitations as set forth in Executive Memorandum No. D-I, which provides specific contractual rights and remedies.

Class Schedule
Provide an outline of the content of the course with dates for readings, assignments, midterms, quizzes, labs, exams, etc. Be clear about the topics that will be covered each day in class and what the students should do in advance of class.

This syllabus is subject to change.